



Columbiana County Health District

P.O. Box 309 – 7360 State Route 45 – Lisbon, Ohio 44432
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Awarded 2022

Accepting applications for Clerk II position

The Columbiana County Health District is accepting applications for a full-time (40 hours/week) position of Clerk II in the Environmental Health and Vital Statistics programs of the Administration Division. The position has general clerical responsibilities and the successful applicant will serve as the Health District Deputy Registrar with a focus on Environmental Health program permits, licenses and data management as well as vital statistics (birth and death records) along with other general administrative division responsibilities. The position requires the attainment and maintenance of Public Notary credentialing.

Benefits:

The full-time position will have a pay range of \$16.00 to \$16.50 per hour in addition to traditional full-time employee benefits of health insurance, OPERS retirement, paid holidays, sick time, vacation, etc.

How to Apply

Interested applicants are to submit a letter of interest and resume detailing suitable qualifications to the Health District before noon on March 6, 2024. CCHD is an equal opportunity employer.

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