

CLERK (full time, 40 hours per week): The Columbiana County Health District is accepting applications for a full time Secretary 1 until November 5, 2021.

Applicants must have applicable experience, skills and education that relate to frontline customer service and general administrative activities. Applicants must also hold a valid driver's license and have reliable transportation and auto insurance. Applicants must be dependable, organized, and possess excellent communication skills. A successful applicant will have a strong customer service foundation and be able to interact effectively with work teams, groups and the public. Basic computer skills and email are necessary with a working knowledge Microsoft Office software.

A background check is required and drug testing may also be required. The position works directly with the agency administration division and includes a frontline customer service priority skill set. The position reports directly the Director of Personnel and Finance.

Interested parties may submit a resume and letter of interest by noon November 5, 2021, to the Columbiana County Health District, 7360 State Route 45, P.O. Box 309, Lisbon, Ohio 44432 or email [cchd@columbiana-health.org](mailto:cchd@columbiana-health.org).