

Allegany County Health Department Job Announcement

OFFICE PROCESSING CLERK - CONTRACTUAL VACANCY

LOCATION: Behavioral Health Clinic

NATURE OF WORK: Enter information into computer; serve as receptionist, greet and assist clients; answer telephones; schedule appointments; other related clerical and typing duties.

MINIMUM QUALIFICATIONS: Proven ability to type accurately at a speed of not less than **40 w.p.m.** (Results of an official typing test are required. See below.)

SALARY: \$10.73 - \$11.38 per hour, dependent on experience; no benefits

HOURS: Full-time, 40 hours per week; daylight with some early evening hours

WHO CAN APPLY: All qualified individuals

HOW TO APPLY: Go to the One Stop Job Center at 138 Baltimore St, Suite 102, Cumberland, to take a typing test and complete an MS-100 Maryland State Employment Application. Your test results and application will be forwarded to our agency.

~~TEST RESULTS MUST BE RECEIVED BY MONDAY, FEBRUARY 13, 2012~~

EQUAL OPPORTUNITY EMPLOYER

PLEASE POST/CIRCULATE

ISSUED: 1/26/12