

POSITION VACANCY

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE
ACCEPTED MARCH 4, 2026 THROUGH MAY 4, 2026.**

(POSITIONS ARE OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

JOB TITLE: Part-time Clerk, #13480

Date Posted: March 4, 2026
Department: Health Department
Hours: 20 hours/week
Salary: \$20.74/hr.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves in a part-time position for the Health Department, responsible for processing and entering birth and death records into computer as needed.

DUTIES

Greets and assists office visitors, responding to inquiries from the general public.

Issue birth and death certificates to customers as needed.

Answers telephone and take messages as needed.

Performs various clerical tasks, including maintaining files and entering data.

Records and maintains comprehensive cords of all retail food establishments and prints all retail food establishment permits for the environmental health specialists.

Complete other duties as assigned by Supervisor or Director.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED.

Working knowledge of standard office practices, basic computer skills, and medical terminology, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports as required.

Ability to properly operate a variety of standard office equipment, including computer, telephone/switchboard, calculator, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to file, post, mail materials, and maintain organized files.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, often under time pressure.

Ability to apply knowledge of people and locations.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties with work priorities and schedules primarily determined by supervisor. Assignments are set jointly by immediate supervisor and incumbent, following standard operating policies and procedures. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through notification from other departments, agencies, and/or the public.

Undetected errors could result in loss of time to correct error and/or loss of money to the department, other agencies, or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the general public for the purpose of giving and receiving information.

Incumbent reports directly to Deputy Director, Environmental.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving

sitting/walking at will, lifting/carrying objects weighing less than 10 pounds, pushing/pulling objects, bending/crouching/kneeling/reaching, keyboarding, handling/grasping/fingering objects, hearing sounds/communication, and speaking clearly. Incumbent may work with or be exposed to irate individuals. Incumbent occasionally works extended hours and occasionally travels out of town for seminars, but not overnight.

**APPLY AT: WAYNE COUNTY GOVERNMENT
 HUMAN RESOURCES
 401 E. MAIN STREET
 RICHMOND, IN 47374**

ON-LINE: <https://waynecountv.in.gov/jobs/index.php>

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