



MODOC COUNTY

Health Services Department, BH Branch

441 North Main Street
Alturas, CA 96101
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Stacy Sphar, DNP, RN, PMHNP-BC
Director of Health Services

Edward P. Richert, MD
Public Health Officer/Medical Director

Tanya Schulz, RN, PHN
Branch Director

Michael Traverso, LMFT
Branch Director

Health Services Admin Clerk I/II

Final Filing Date September 18, 2023, by 5:00pm

Interviews.....To Be Announced

Modoc County Health Services is currently accepting applications for the position of **Health Services Admin Clerk I/II**; Salary range 201 & 215, Admin Clerk I: \$2,977 – 4,620; Admin Clerk II: \$3,192 – \$4,953 per month depending on qualifications. Excellent County benefits package.

Duties: This position provides a variety of routine to difficult office support functions for various Health Services staff, which may include typing, data entry, receptionist duties, scheduling, record keeping and filing. Other duties may be assigned as needed. Applicant must exercise independent judgment, application of technical and creative skills, and knowledge of detailed or specialized activities related to the Health Services Department.

Skills and Qualifications: At least one year of generalized office support or secretarial experience and equivalent to high school diploma. Knowledge of Microsoft Office and general office equipment. Punctuality and confidentiality are essential. Must be capable of prioritizing, organization and multi-tasking.

To Apply: Submit a completed Modoc County **job application and resume** to **Modoc County Health Services at 441 N Main Street, Alturas, CA**. Applications can be obtained at the following website: <https://www.co.modoc.ca.us/departments/forms.php>. For further information, please contact Michael Traverso at (530) 233-6312. Modoc County is an Equal Opportunity Employer.