

# HIRING



## Clerical Position

### Dickinson-Iron District Health Department

Public Health Department seeks Clerk for full-time position in our **Dickinson** County Office. Requirements include: High School diploma or equivalent; Minimum of 1 year of experience working in an office setting; Strong customer service skills; Strong communication, organizational and interpersonal skills; Proficient with Microsoft Office; Ability to function independently and as a team member

Wage based on education and experience. Benefit package includes health, dental, life insurance, retirement plan, and paid holiday and vacation. If you are interested in joining our dedicated, well-respected team, please submit your resume and completed application (found at [didhd.org](http://didhd.org)) by November 4, 2022 3 PM CDT to :

Kristina Santilli; Office Supervisor  
Dickinson-Iron District Health Department  
601 Washington Ave  
Iron River, MI 49935  
[ksantilli@didhd.org](mailto:ksantilli@didhd.org)

Caring For Our Communities Since 1936

EOE

