



Community Mental Health Services

of Livingston County

LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH IS RECRUITING FOR THE POSITION OF: File Clerk – 40 Hr. Week / Temp.

DATED: 1/28/09

SALARY RANGE: \$13.75 per hour

APPLICATION DEADLINE: Until filled

GENERAL STATEMENT OF DUTIES:

- Temporary position (6-9 months)
- Responsible for scanning all paper documents into the Encompass EMR.

REQUIREMENTS:

- Ability to work 40 hours per week for two months.
- Ability to organize information.
- Ability to use an electronic medical record.
- Ability to operate an electronic scanning system.

INTERESTED APPLICANTS MAY SEND RESUMES TO:

Kathy Dettling
Livingston County Community Mental Health Services
2280 East Grand River
Howell, MI 48843

An Equal Opportunity Employer