



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

County Administration Building 201 N. Vermilion Danville, IL 61832
Phone: (217) 554-6005 Fax: (217) 554-6010 e-mail: njboose@vercounty.org

Notice of Job Vacancy

DATE: July 27, 2020

POSITION: *Account Clerk II - WIC*

DEPARTMENT: Health Department

TERMS OF EMPLOYMENT: Full-time
M,T,W,F – 8:30 a.m. – 4:30 p.m.
Thursdays – 11 a.m.-7:00 p.m.

BARGAINING UNIT: IBEW – Non-Judicial

BASIC FUNCTION: See attached job description.

DESIRED REQUIREMENTS: Must have a valid driver's license and proof of insurance.

TESTING REQUIRED: General Standard Testing

STARTING SALARY: \$ 23,607

APPLICATION PERIODS: July 27 - 31, 2020 (Internal)
August 3, 2020 – until position is filled (External)

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org

EEOP Utilization Report available for public viewing at www.vercounty.org

AA/EOE

Vermilion County Health Department
Job Description: Revised 01/29/2019
Account Clerk II - WIC
Supervisor: WIC Program Supervisor

Distinguishing Features of Work:

Under the direct supervision of the WIC Clerk Supervisor, performs a variety of routine clerical duties as a function of the WIC program service delivery by receiving clients and collecting/entering data in the Cornerstone computer system and utilizing the local agency network computer system as needed.

Basic Duties and Responsibilities:

- Operates and maintains computer workstation, calculator, typewriter, copier, fax machine and telephone system.
- Appropriately greets the public and clients entering the department or on the telephone.
- Obtains appropriate demographic information for client records and documents eligibility criteria for program participation including income and residency.
- Explains basic program requirements and guidelines to clients
- Accurately enters data from client intake interview into the computer system as required by program policy.
- Opens and maintains physical file information for each client.
- Sorts and files all documentation accurately and appropriately.
- Sorts and files alphabetically and/or numerically within appropriate time parameters.
- Responsible for accurate accounting of WIC Food Instrument Vouchers
- Operates the computerized, bar coded filing system when appropriate.
- Prepares correspondence on the computer as requested by WIC Program Supervisor.
- Receives departmental incoming phone calls and refers to appropriate staff.
- Notifies WIC Program Supervisor of complaint calls.
- Schedules clinic appointments in the computer.
- On regular rotation, changes primary duties with other WIC clerks.
- Performs other duties as assigned.

Required Education and Experience:

- Requires graduation from high school or the equivalent.
- Requires knowledge of Word, Excel, and Access or other data management software.
- Requires one year of clerical or computer data entry work experience.

Required Skills, Knowledge and Abilities:

- Requires good command of grammar, spelling and basic mathematics.
- Requires efficient clerical skills and the maturity and ability to deal effectively with the demands of the job.

- Requires the ability to understand and follow oral and written instructions and accept guidance from others.
- Requires effective oral and written communication skills.
- Requires knowledge of function of office equipment and the proper care of such equipment.
- Requires the maturity, ability, and flexibility to deal effectively with demands of the general public including infants and children.
- Requires ability to maintain clerical records and prepare reports from such records.
- Requires the skills and ability to communicate well and establish and maintain effective working relationships with co-workers, associated professionals, client families, and the general public.
- Requires functional knowledge of the hardware and software used by the Vermillion County Health Department including software specifically for the assigned program areas.

Job Demands:

- Requires the employee to recognize and respect the confidentiality of all client or patient records, as well as, the confidentiality and/or privacy of co-workers records.
- Requires the ability to stand, walk, bend, use hands, fingers, reach with hands and arms and be able to talk and hear. Specific vision abilities required by this job include ability to adjust focus.
- Requires the employee to occasionally lift or move 10 to 25 pounds.
- Noise level in the work environment is moderately noisy.
- Requires the delivery of all services in a tolerant, objective and consistent manner.
- Requires the employee to follow oral and written direction with minimal assistance.
- Requires the employee to maintain the work pace set by the demands of the clinic/program operations.
- Requires efficient clerical skills and the maturity and ability to deal effectively with the demands of the job.
- Requires a demonstrated proficiency with typing and keyboard data entry.
- Requires to ability to transport client records to appropriate areas of department.
- Requires the ability to maintain and care for office equipment including computer workstations, calculator, copier, fax machine and telephone system
- Requires the ability to travel for training as required.
- Requires the ability to travel to satellite WIC clinics as required.