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## Buena Vista County Public Health & Home Care

### Now accepting applications for the position of **Office Clerk**

Are you a friendly and organized professional looking to make a difference in Public Health? Join our team as an Office Clerk, where you'll play a crucial role in supporting the front desk operations of our agency. You'll be the first point of contact for customers and patients, ensuring they receive a warm welcome and excellent service.

#### **Key Responsibilities:**

- Greet and assist customers and patients with a positive and friendly demeanor.
- Answer and route phone calls efficiently.
- Manage public health scheduling and billing with precision and timeliness.
- Maintain a clean and welcoming work environment.

#### **What We Offer:**

- A supportive and collaborative team environment.
- Opportunities for professional development and growth.
- The chance to make a meaningful impact on public health in our community.

#### **Ideal Candidates:**

- Professional and courteous with excellent communication skills.
- Detail-oriented and able to manage multiple tasks efficiently.
- Committed to maintaining a high standard of service and cleanliness.
- Proficient in software programs and familiar with electronic health record systems.

Employees must have a valid drivers' license. A copy of the job description can be accessed by contacting the agency administrator listed below.

Applications can be accessed at [www.bvcountyiowa.com](http://www.bvcountyiowa.com) or at the Public Health Office. Applications will be accepted through **July 17, 2025**. Please send or bring your completed application and cover letter/resume to:

**Buena Vista County Public Health**  
1709 East Richland  
PO Box 663  
Storm Lake, Iowa 50588  
[gotto@bvcountyiowa.com](mailto:gotto@bvcountyiowa.com)  
[www.bvcountyiowa.com](http://www.bvcountyiowa.com)