



**POSTING  
(External)**

DATE: June 7, 2017

LOCATION: Delta County

POSITION TITLE: Receptionist

POSITION STATUS: Regular full time (40 hours weekly)  
Hourly/Nonexempt

SALARY RANGE: Base of \$10.52 to ten years at \$14.30  
Delta T&SS, Level 2

RESPONSIBILITIES: This position serves as the initial contact for the Agency's customers. This position answers incoming phone lines and greets customers as they access the agency. This position schedules appointments for all the clinical staff and performs general clerical functions as assigned.

QUALIFICATIONS: High School Diploma or general education degree (GED); ability to transcribe dictation, and possess typing skills with a minimum ability of 60 wpm, with a maximum of 12 errors, as tested. Clerical office experience preferred.

EFFECTIVE: To be determined

APPLY TO: Send letter of interest to:  
Pathways  
HR Department  
2500 7<sup>th</sup> Ave. South, Suite 100  
Escanaba, MI 49829  
Email: jroman@up-pathways.org

APPLICATION DEADLINE: Until Filled

This posting will remain open to external applicants until the position has been filled.

E.O.E.