

# Lakeland Care District

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*Enriching members' lives by honoring their values through high quality, cost effective long-term care.*

## **SCANNING CLERK**

### **FOND DU LAC**

#### **10-15 hours per week**

The Lakeland Care District ([www.lakelandcaredistrict.org](http://www.lakelandcaredistrict.org)) is a regional long term care district delivering services to the elderly and adults with disabilities in Fond du Lac, Manitowoc, and Winnebago Counties.

We are seeking a part time support clerk for the District's Central Office in Fond du Lac (near the intersection of Hwy 41 and Johnson Street in the Ally's Furniture Store building).

The person in this part time position will primarily perform imaging/scanning of confidential documents; however, as time allows, this person may assist with other tasks such as opening/sorting mail, filing, faxing, copying, folding/collating and stuffing envelopes.

#### Requirements:

- ability to operate a variety of office equipment including imaging/scanning systems
- proficiency navigating in a Microsoft Windows environment
- ability to maintain efficient filing systems
- ability to work effectively with other people

Prefer high school diploma or equivalent, as well as work experience in a business office setting.

This position will pay \$10/hour and does not include benefits. For immediate consideration, send introduction letter and resume to:

Lakeland Care District  
Attn.: H.R. Generalist  
N6654 Rolling Meadows Dr  
Fond du Lac, WI 54937

Or e-mail: [whitney.stanek@lakelandcaredistrict.org](mailto:whitney.stanek@lakelandcaredistrict.org)

Lakeland Care District is an EEO/AA Employer