



Data Entry Clerk

The following is a description for the Data Entry Clerk position for Rolling Hills Clinic.

POSITION SUMMARY:

This is a part-time, temporary position that allows for approximately 28-40 hours within the space of one month.

Please contact Human Resources for more information about this position at Rolling Hills Clinic.

Rolling Hills Clinic
Administrative Building
705 East Street
Corning, CA 96021
Fax: 530-824-2081
Email: HR@rhclinic.org

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

FLSA STATUS: Non-exempt

DATE OF LAST REVIEW / REVISION: 08/02/2017

ASSIGNED SITE:

Signature

Date