

CURRENT JOB OPENING

Knox County Health Department

Administrative Assistant

The Knox County Health Department has a full-time Administrative Assistant position open in our Administrative Services & Operations Division. The responsibilities of this position will include but not be limited to: Serves as agency receptionist, vital statistics clerk, and perform a variety of administrative, clerical and fiscal tasks, for Admin/Ops, EH, PHO and PEP. May also assist in the coordination of basic agency programs and/or events at the direction of the Supervisor.

Requirements for this administrative support position are advanced communication, computer and customer service skills. A minimum of high school diploma, (Associates Degree preferred) and 4 years' experience in responsible secretarial position or finance/accounting required. Applicant must have the ability to calculate fractions, decimals, and percentages; and have the ability to manage multiple tasks in an efficient and accurate manner and the ability to communicate effectively with the public and agency personnel.

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. If you enjoy working in a fast paced environment while keeping the standards of output efficient and on task, submit your resume and application to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. This position is open until filled.

The Knox County Health Department is an Equal Opportunity Employer Provider.

The Knox County Health Department regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

Human Resources
Knox County Health Department
11660 Upper Gilchrist Road
Mount Vernon, OH 43050

Resumes can also be sent via email to: resume@knoxhealth.com