

CURRENT JOB OPENING

Knox Public Health

Administrative Assistant

Knox Public Health has *TWO full-time Administrative Assistant* positions open in our Administrative Services & Operations Division.

The responsibilities of one of the positions will include but not be limited to: Serves as agency receptionist; vital statistics deputy registrar; perform a variety of administrative, clerical and fiscal tasks; and assist in the coordination of basic agency programs and/or events at the direction of the Supervisor.

The responsibilities of the second position will include but not be limited to: monitoring accounts payable and receivable, performing a variety of administrative and clerical tasks, assisting in daily office tasks, including coordination of basic agency programs and/or events, and serve as backup to agency receptionist to fulfill vital statistics requests.

Requirements for both administrative support positions are: proficient communication, computer and customer service skills; minimum of a high school diploma and at least 2 years office practice experience 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 have 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. Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. 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. Application can be found at www.knoxhealth.com.

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