

CURRENT JOB OPENING

Knox County Health Department

Administrative Assistant Positions

The Knox County Health Department has full-time Administrative Assistant positions open in our agency in the following divisions:

1. **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, Environmental Health, Public Health Outreach and Planning Education & Promotion. May also assist in the coordination of basic agency programs and/or events at the direction of the Supervisor.

2. **Community Health Center**

The responsibility of this position will include but not be limited to: Performing a variety of administrative, clerical and CHC program related tasks, and assist in daily office needs including data entry of patient demographics, files and assists clients, general public and agency personnel in person and by telephone.

Requirements for both administrative support positions 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 employment application (can be found on the health department website @ www.knoxhealth.com) to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com by July 30, 2018.

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