

**JOB OPENING
MACON COUNTY HEALTH DEPARTMENT**

**FULL-TIME
Level 4 Environmental Health Clerical Support**

- Minimum Qualifications: Minimum of high school diploma or equivalent with one year of office-related experience preferred. Must be proficient in filing, math, spelling and telephone skills. Ability to type 40 words per minute preferred. Must be proficient in current computer programs. Must be able to establish and maintain positive working relationships with clients, community agencies and businesses, the general public, and other professional personnel. Must have the ability to work with diverse community groups. This position requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to 25 pounds. Must have a dependable vehicle for use during work hours, valid Illinois driver's license, and appropriate auto insurance.
- Summary of Job Duties: Provides receptionist and clerical duties for the Environmental Health Division. Performs basic clerical tasks including, but not limited to: typing, filing, forms maintenance/ordering, and supply maintenance/ordering. Completes data entry and required reports. Provides customer service face-to-face and on the phone. Completes yearly training for Freedom of Information Act (FOIA) Officer and maintains FOIA requests.
- How to Apply: Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconcountyhealth.org.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.