



Public Health
Prevent. Promote. Protect.
Macon County
Health Department

Macon County Health Department

Job Opening

- Job Title:** Part-Time Front Desk Receptionist
Monday through Friday (Approximately 20 hours per week)
- Division:** Clinical Nursing Services
- Minimum Qualifications:** Minimum of High School Diploma or GED. Must have good communication, phone, and organizational skills. Must have basic computer skills. Must have a pleasant attitude and maintain a positive, customer-friendly manner with the public at all times. 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, and lifting up to 25 pounds.
- Summary of Job Duties:** Acts as main receptionist for the Macon County Health Department. Answers multi-line telephone system using appropriate telephone techniques and positive communication skills. Greets and directs visitors as they enter the building. Performs light clerical duties including, but not limited to: filing, stamping, sorting, as needed.
- 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, 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@maconchd.org.

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