



Macon County Health Department

Job Opening

- Job Title:** Part- Time Level 4 Administration Clerical Support
- Division:** Administration
- Minimum Qualifications:** Minimum of High School Diploma or GED with two (2) years of office experience required. field. Must be compassionate, have a pleasant attitude, and maintain a positive, customer-friendly manner with the public at all times. Must have excellent communication, phone, and organizational skills. Must have knowledge of general office procedures/equipment and have basic computer skills; the ability to type 40 words per minute (WPM) preferred. Must be able to work effectively under stress. Must have the ability to work with diverse community groups.
- Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. 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:** Completes high level administrative, human resources, and general clerical duties in Administration including, but not limited to: filing, billing, mail distribution, procurement, human resources, and other duties as assigned by the CFO, Assistant Public Health Administrator, and Public Health Administrator. Assists with some Board of Health duties as needed. Assists with postage meter and copy machine as appropriate and needed. Receives, sorts, and delivers mail and packages from USPS. Delivers UPS and Fed-Ex. Completes human resources clerical duties by completing the following duties as assigned: Handling employment applications through the hiring process; Completes pre-employment screenings; Assisting with employee recognition programs; Prepares documents for employees and new hires; Assists with new employee orientation as needed; Maintain auto insurance, driver's list, and license lists and database; Assists with transition and data entry to new database (MIP); Uses technology to accomplish any computer-related functions including, but not limited to: copying, scanning, or other related activities. Delivers necessary documents, deposits, and records to County Building and other locations as needed; Updates employee roster, fleet list, and internal employee phone list. Completes reports and updates as requested.
- 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@maconchd.org

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