



HOWARD COUNTY GOVERNMENT Job Posting

Health Department – Environmental Health Division

LOCATION: Howard County Health Department
OPEN POSITION: Part-Time Secretary (28 hr/wk)
DATE POSTED: Wednesday, April 12, 2023
DEADLINE TO APPLY:
POSITION START DATE: ASAP
SALARY \$15.75/hr

DUTIES:

- Greet visitors, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Construct files, charts, folders, etc.
- Make daily bank deposits.
- Prepare mailings and invoicing for programs.
- Provide services to clients, such as scheduling appointments.
- Make copies
- Operate office equipment such as fax machines, copiers, and phone systems.
- Perform data entry
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material
- Set up meeting areas, take notes and/or transcribe minutes.
- Other duties as assigned by supervisor

To apply for the position, please send Resume to:

James Vest, Administrator

Howard County Health Department

120 East Mulberry Street, Room 203

Kokomo, IN 46901

Fax: 765-456-2417

E-mail: james.vest@howardcountyin.gov