



## **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, January 3, 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](mailto:james.vest@howardcountyin.gov)**