



HOWARD COUNTY GOVERNMENT **Job Posting**

Howard County Health Dept.

Part-Time Admin/Clerk - Howard County Health Department has an opening for a part-time Admin/Clerk capable of performing general reception duties, greeting patients, organizing clinic check-in/check-out processes, collecting payments, and maintaining a balanced cash drawer. The individual must also possess basic computer skills, be capable of performing essential billing tasks, and have excellent communication skills in person and by telephone.

Complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer