

PART-TIME ADMINISTRATIVE/CLERK – 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. Please complete an application at www.howardcountyin.gov and send along with resume to Jennifer Sexton RN, BSN, Public Health Nursing Manager, by e-mail at jennifer.sexton@howardcountyin.gov. Call 765-456-2408, Option 1 for questions.

Howard County Government is an Equal Opportunity Employer