



JOB POSTING

Certified Medical Assistant

The Sangamon County Department of Public Health is seeking applicants to perform duties primarily as the Certified Medical Assistant. Employee will work in busy clinic performing a variety of duties including interviewing patients and documenting medical history; performing phlebotomy services; assisting with laboratory duties, inventory of medical supplies, and other clinic related duties. Medical Assistant Certification required. This position requires a valid Class D Illinois Driver's License, use of personal automobile and proof of auto insurance, and the ability to work at least 1 late day (7:00 p.m.). On rare occasions, in the event of a public health emergency, this position may be required to work evening and/or weekend clinics as assigned.

Work Hours: Monday-Friday: 3 days from 8AM– 4:30PM, 1 day from 8AM-7PM, and 1 day from 8AM-1PM

Salary & Benefits: \$25,506.00 yr/\$13.0800 hr; 2 weeks **paid vacation**, 3 **paid personal** days, 12 **paid sick** leave days and 12 **paid holidays** per year. Individual and Family health, dental and life insurance options, retirement, and mileage reimbursement.

To Apply: **Download County Application @**
<http://co.sangamon.il.us/Portals/0/Departments/Human%20Resources/Docs/SCJobApplication.pdf?ver=2015-09-11-134613-413>

Submit Application and Supporting Resume and/or References To:

Jim Stone
Director of Public Health
Sangamon Co. Dept. of Public Health
2833 S. Grand Avenue, East
Springfield, IL 62703

OR Fax to 217-535-3104
OR Email to healthhr@co.sangamon.il.us

Deadline: **Until position is filled**

SCDPH is an EEO Employer