



JOB POSTING

ADMINISTRATIVE ASSISTANT Grade 5

The Sangamon County Department of Public Health is seeking applicants for the position of Personal Health Services Administrative Assistant. Under minimal supervision, this position is responsible for performing moderately complex secretarial activities. This position will provide support to the program supervisors and other co-workers by scheduling appointments, completing and maintaining client records, preparing, processing and inputting client information in the appropriate computer data base programs and Cornerstone, completing referrals to other agencies and generating Department and grant related reports for various grants. Excellent communication skills, dependability, phone etiquette, a cheerful and professional personality, data input skills, experience with Word and Excel programs, ability to multi-task and previous secretarial and professional experience is required. Must be a Sangamon County resident and have a valid Illinois driver's license and proof of personal auto insurance. This is a non-union position.

Salary & Benefits: \$30,039.00 Yr / \$15.4046 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 Resume To:** Gail O'Neill
Interim 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: Friday, January 11, 2019 by 4:00 p.m.

SCDPH is an EEO Employer