

Current Job Opening

Administrative Assistant

The Knox County Health Department has a full-time Administrative Assistant position open in our Community Health Center. This position is part of the administrative staff and will help in the clerical support of the Community Health Center. The responsibilities of this position will include but not be limited to: assisting ALL Community Health Center clients by telephone or in person to schedule appointments by using the e-Clinical software program; calls to remind clients of their appointment; pulls necessary file or paperwork for clients appointments; registers clients as they arrive and gather personal information from clients/applicants to verify income eligibility, insurance eligibility, collects fees due for service and helps clients with completion of forms if needed.

The requirements for this administrative support position are advanced communication, computer and customer service skills. Minimum of high school diploma and 4 years' experience in secretarial position or finance/accounting. Experience working with electronic health records a plus. Applicant must have the ability to calculate fractions, decimals, and percentages; and have excellent verbal and written communication skills. This position requires the ability to manage multiple tasks in an efficient and accurate manner and the ability to communicate effectively with the public.

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. If you enjoy working in a fast paced environment while keeping the standards of output efficient and on task, submit your resume and application to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com by April 18, 2017.

The Knox County Health Department is an Equal Opportunity Employer Provider.

The Knox County Health Department regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

**Human Resources
Knox County Health Department
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Resumes can also be sent via email to: resume@knoxhealth.com