

JOB POSTING

Position: SUPPORT SERVICES CLERK (Full-Time)

The Logan County Department of Public Health is accepting applications for a full-time (37.5 hrs/week) Support Services Clerk. This position requires a high-school diploma or GED and previous word processing experience. Successful candidates must type at least 50 words per minute and have training experience in Word and Excel. This position requires organization and attention to detail and accuracy. Duties include, but are not limited to: filing, copying, postage, answering and channeling of calls, assisting other departments with clerical-related functions, word processing and maintaining general office condition.

This position is available immediately. Candidates must be dependable, enthusiastic and have a valid driver's license and reliable transportation. Benefits include health insurance, paid vacation, sick time and 14 holidays.

If interested, complete an application at the Logan County Department of Public Health, 109 Third Street, Lincoln, Illinois 62656. For more information contact the Logan County Department of Public Health at 217/735-2317. You may fax or e-mail your resume and cover letter to 217/732-6943.

Logan County Department of Public Health is an equal opportunity employer and does not discriminate in hiring of employees on the basis of race, color, religion, sex, or national origin.