



CAREER OPPORTUNITY

Job Title: Part-Time Receptionist
Department: Madison County Health Department
Reports To: Administration Division Director
Location: 101 E. Edwardsville Road, Wood River, IL
Starting Salary: Madison County AFSCME Pay Step Plan Grade 2- \$15.51 /hr.
Hours of Work: Tuesday, Thursday, Friday, 8:30 a.m. - 4:30 p.m.

QUALIFICATIONS

- A high school diploma or equivalent and zero to six (6) months related experience are required.
- A valid driver's license and automobile insurance
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Answers telephone, greets visitors and clinic clients; refers callers/visitors to appropriate individual, division or agency; distributes messages as necessary
- Performs general clinic file maintenance and organization
- Types forms, letters, memoranda, reports
- Disseminates pamphlets, forms, non-technical information
- Must complete any and all prescribed certifications and/or courses relevant to position.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit applications and resumes to:

Toni M. Corona, Director Public Health
Madison County Health Department
101 E. Edwardsville Road
Wood River, IL 62095
health@co.madison.il.us