



Marion County Health Department

is accepting applications for a

HEALTH ASSISTANT

Full-time position performs a wide variety of office and clerical duties in the Health Department.

The employee is frequently expected to act independently answering the office telephone, handling citizen inquiries, typing correspondence, entering patient information into an electronic health records system, scheduling appointments and maintaining the office in good working order.

Work is performed under the general guidance of the department head.

Experience: One to three years of clerical experience is required.

Education: technical degree or some college level education or equivalent combination of experience and training.

Skills: report preparation, accounting principles, office procedures. Ability to receive, interpret and follow instructions. The ability to operate a computer, calculator and other office equipment.

Interested?

Call Diedre Serene
Health Department director

(620) 382-2550

E.E.O.E.