

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Fulltime Clerk/Medical Assistant

OPENING DATE: August 18, 2023

DEPARTMENT: Health Department

SALARY: \$35,000.00 (negotiable based on experience)

JOB DESCRIPTION:

Participates in assessing, planning, coordinating, implementing, and evaluating public health services to individuals, families, providers, and communities.

REQUIREMENTS:

- ◆ Performs routine clerical work following well-established procedures
- ◆ Administer and document immunizations
- ◆ Assist with day care assessments
- ◆ Assist with public school assessments
- ◆ Complete reports
- ◆ Participate in collaborations with the county and community organizations
- ◆ High school diploma or equivalent
- ◆ Medical Assistant certification required
- ◆ Valid Texas driver's license
- ◆ Immunization experience preferred
- ◆ Current CPR first aid certification
- ◆ Computer Experience a must
- ◆ Ability to work evenings and Saturdays as needed
- ◆ Willing to travel as needed
- ◆ Bilingual a plus

For consideration, you must complete an [Employment Application](#) in full and provide a professional resume. You may obtain an application in the Human Resources Department, Room 200 of the Hunt County Courthouse.

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

NO PHONE CALLS PLEASE
PLEASE DO NOT REMOVE