

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Part time Clerk/Medical Assistant

OPENING DATE: November 9, 2021

DEPARTMENT: Health Department

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
- ◆ Medical Assistant certification preferred
- ◆ 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

To be considered, you must complete an Employment Application in full. Applications may be picked up in the Human Resources Department at the Hunt County Courthouse, 2nd floor, Room 200 or filled in online at www.huntcounty.net .

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

NO PHONE CALLS PLEASE

PLEASE DO NOT REMOVE