



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Job Title: Administrative Assistant

Job Type: Part-Time

Company Overview: The Macon County Health Department is a Certified Local Health Department that provides clinical and social preventive services for all ages through the operation of various programs, services, and partnerships. Our vision is to lead Macon County to be one of the healthiest counties in Illinois, and our mission is to promote the health and healthy practices of all residents of Macon County.

Summary: We are seeking an Administrative Assistant to join our team at the Macon County Health Department. This pivotal role will provide direct, high-level administrative and clerical assistance to the Administration duties including, but not limited to: Board of Health, payroll, human resources, and procurement.

Minimum Qualifications: Minimum of associate degree or equivalent experience in administration, accounting, human resources, communications, public health, or related field. Must have thorough knowledge of business and strong clerical, organizational, oral and written communication skills. Must have experience with administrative operations and computer programs including but not limited to: Microsoft 365. Extensive computer experience is required. Must have knowledge of general office procedures/equipment and be able to work effectively under stress. Experience dealing with Board conduct and management preferred. Must possess the ability to handle customer calls and public relations problems effectively. Must maintain strict confidentiality at all times. Teamwork and professionalism are a must. Must have the ability to work with diverse community groups. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of a car many times per day in all types of weather. This position requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to (30) pounds.

Salary: \$19.29 Per Hour

Position Benefits: 21 hr. work week (Monday-Tuesday-Wednesday)

How to Apply: Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconchd.org to print a copy of the application. Completed applications/resumes should be emailed to lmunsterman@maconchd.org.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.