



Tazewell County Health Department

TEMPORARY OPEN POSITION

TAZEWELL COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH PROGRAM ASSISTANT I

The Tazewell County Health Department Environmental Health Division currently has one temporary position for a Program Assistant I open for applications of interest. This is a temporary 30-day position to begin immediately, with the possibility of extension for a longer period of time.

The position involves but is not limited to:
answering phones
filing
ordering
public response
data entry into excel databases
sample packaging

See the attached Job Description for other essential duties and responsibilities.

Qualifications: High School Diploma and 1-3 years experience in related field.
Strong customer service skills are essential. Microsoft Office experience preferred.

Hours: 37.5 hours per week, Monday through Friday. Hours are between 8:30 am - 4:30 pm.

Salary Grade: 11

Rate of pay: \$14.56 per hour for temporary 30 day period.

Submit to Evelyn Neavear, Tazewell County Health Department, 21306 Illinois Route 9, Tremont, IL 61568, eneavear@tchd.net, (309) 929-0250 no later than Friday, August 21, 2020.

**Position will remain open until filled.