

January 4, 2018

POSITION POSTING

Full-Time Secretary

- Perform routine secretarial duties in the Community Health & Prevention Division programs
- High school diploma or equivalency required
- Data entry experience required
- Two years secretarial (or related) experience required
- Proficient in Microsoft Office Suite
- Ability to utilize various web portals for client records management
- Bilingual (English/Spanish) preferred
- Excellent communication skills
- Excellent customer service skills
- Ability to problem solve and be part of the team
- Ability to be flexible
- Ability to establish and maintain effective working relationships
- Some early evening hours

EQUAL OPPORTUNITY EMPLOYER

Send application and resume to:

bcourtney@dekalbcounty.org

OR: DeKalb County Health Department
ATTN: Brenda Courtney
2550 N. Annie Glidden Road
DeKalb, IL 60115