



JOB POSTING

PART-TIME CLERK TYPIST I (19 Hours Per Week)

The Sangamon County Department of Public Health is seeking applicants to perform the duties of a part-time Clerk Typist I at the Animal Control Center. Excellent communication skills, phone etiquette, cheerful personality and data input skills are needed in this fast-paced setting. Dependability, honesty and ability to work with the public a MUST! Must be able to work Saturday hours as assigned, be a Sangamon County resident and have a valid Illinois driver's license and proof of auto insurance.

Salary: Grade 4; \$11,842 Annually
19 hrs/wk without benefits

Send Resume to: Connie Sisk
Director of Human Resources
Sangamon Co. Dept. of Public Health
2833 South Grand Avenue East
Springfield, IL 62703

Deadline: Resumes must reach our office by 4:00 p.m. on Tuesday, November 22, 2011

SCDPH is an EEO employer

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