

Rush County Health Dept.
Part-time entry-level office Position Opening

Position is for part time front office employment. This position involves answering phones, taking messages, learning front office duties as well as vital records duties, aiding in coverage for other front office positions when needed.

Basic knowledge of office equipment such as computers, fax machine, copier and multi-line phone is preferred. Knowledge of Microsoft Word, Excel, Google.doc, Zoom, Teams and Power Point preferred.

Applicant would perform duties in a medical setting which may involve keyboarding, driving, lifting, carrying objects weighing between 25-50 pounds, pushing, pulling objects, handling, grasping objects, bending, crouching, kneeling, reaching, close and far vision, speaking clearly, hearing sounds, communication. Staff members maintain exposure to health and physical hazards normally associated with health clinics and medical offices. Applicant must pass a drug test.

This position would be approx. 20-28 hours a week as well as coverage for other staff members vacations etc.

If you are interested, please submit your resume to Tony Personett at tpersonett@rushcounty.in.gov