

**CARBON COUNTY  
PUBLIC HEALTH DEPARTMENT**

**POSITION:** Permanent Full-Time Public Health Administrative Assistant.

**QUALIFICATIONS:** •This position requires a good knowledge of office procedures and practices, bookkeeping, accounting and billing. Computer knowledge required. Including medical billing software.

**Skills:** This position requires skills in computers, filing, maintaining accounts receivable and payable, and supervising various staff, communication, prioritization and organization.

This position performs moderately complex computer entry, requiring adherence to standards of accuracy, confidentiality, and integrity.

**Abilities:** This position requires the ability to maintain high standards of accuracy, confidentiality and integrity and establish effective working relationships with fellow employees.

Must deal tactfully with the public and be able to communicate effectively orally and in writing.

Must be self-motivated and able to work independently. Maintain working relationships with area agencies and organizations; be able to maintain the regular working schedule.

**JOB DESCRIPTION:** Responsible for maintaining financial records, financial reporting for programs, billing, policy and procedure review, assisting the Public Health Coordinator with various activities and supervises and directs front office activities. Full Job Description available online at <http://co.carbon.mt.us/employment/>.

**APPLICATIONS:** Are available at the Carbon County Clerk and Records office at 17 W. 11<sup>th</sup> St., Red Lodge, Montana (446-1595) or online at <http://co.carbon.mt.us/employment/>. The first review of applications will take place December 30, 2021. Position to remain open until filled.

Carbon County is an equal opportunity employer. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.

Carbon County Commissioners

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