

**JOB ANNOUNCEMENT
CARBON COUNTY PUBLIC HEALTH**

POSITION: Public Health Clerk, Permanent, 32.5 hours/week, Benefit Eligible

SALARY: \$20.47/hour

SUMMARY: The Clerk will provide clerical support to the Public Health Department to diligently help maintain smooth office operations. This will be achieved by overseeing the billing process for the clinic, assist PH staff with patient referral and the follow-up process, assist in patient contact from initial to discharge, be a hub for local resources and connect community members to those resources, perform clerical duties including typing, filing, and data entry. In addition, the Clerk will operate office machines including copiers, scanners, phone and voicemail systems, computers, and other standard office equipment, answer phones, and direct calls to appropriate individuals, and prepare messages, manage calendars and schedule meetings, trainings and events.

SCHEDULE: Monday-Friday, 9:00am-4:00pm (1/2 hour lunch)

APPLY: Application and full job description available at Human Resources (17 11th Street W, Red Lodge, MT) or on the Carbon County website at <http://co.carbon.mt.us/employment/>.

The next review of applications will be of those received by Thursday, May 9, 2024, by 5:00pm MST. Interviews will be arranged after review of applications. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening. Qualified applicants will remain in a hiring pool for a maximum of 12 months.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. 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.

Erin Cross,
Public Health Director

PUBLISH: Carbon County News, April 25 & May 2, 2024