



Sangamon County Department of Public Health

Position	Clerk Typist II- Personal Health
Work Hours	9:00 a.m. – 3:00 p.m. (25 hours per week) Monday – Friday
Work Location	1 Centre Drive, Suite 125 Petersburg, IL 62675
Benefits and Perks	
Salary range:	\$21.07 per hour
Time off:	paid vacation, sick and personal time and 13 paid holidays per year
Insurance:	Health Dental Life Vision
Other benefits:	Mileage Reimbursement Death Benefits Retirement
To Apply:	Submit application (Click Here) and supporting documents through one of the following methods:
Email	healthhr@sangamonil.gov
Fax	217-535-3104
Mail	John W. Ridley, MHCDS Director of Public Health Sangamon Co. Dept. of Public Health 2833 S. Grand Avenue East Springfield, IL 62703
Deadline to Apply:	Until filled

Statement from Sangamon County Department of Public Health:

We value diversity and inclusion at Sangamon County Department of Public Health. We strive to reflect this value in our work culture and our passion to the employees and community of Sangamon and Menard County.

We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of age, race, gender, sexual orientation, religion, disability, national origin, or any other part of someone's identity. If you have a special need or disability requiring accommodation, notify us using one of the contact methods above.

The Sangamon County Department of Public Health (SCDPH) is seeking applicants to perform duties primarily as a Clerk Typist II in our Petersburg office. These duties include:

- Answer telephone calls from clients maintaining proper etiquette, directing calls as needed, and taking appropriate messages
- Assist and support clerical activities during Women, Infant, Children (WIC) and Immunization clinics.
- Ensure accuracy, format, grammar, completeness and consistency of any information processed
- Input data into different software utilized by SCDPH regarding clients, schedules, and other relevant documentation.
- Interact extensively with community members on a daily basis.
- Maintain confidentiality of patient information.
- Perform a variety of clerical duties. These include filing patient information, providing patient information upon request, and organizing and maintaining documentation for SCDPH. Programs for this position include Women, Infant, Children (WIC) and Immunization clinics.

The work assigned to this position may not include all possible tasks in this description and does not limit the assignment of any additional tasks.

This position is covered by AFSCME Local #3738 Union.

Required Qualifications:

- A valid Class D Illinois Driver's License
- Ability to use personal automobile with proof of current insurance

Desirable Qualifications:

- Attention to detail
- Ability to develop and maintain good effective relationships with other personnel and clients.
- Ability to understand and follow oral and written instructions
- Ability to type proficiently on computer programs
- Excellent communication skills