**COUNTY OF KANE**

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| **DEPARTMENT OF HUMAN** |  | 719 Batavia Avenue |
| **RESOURCE MANAGEMENT** | Geneva, Illinois 60134 |
|  | Phone: (630) 232-3560 |
|  | Fax: (630) 232-3421 |
|  | www.countyofkane.org |

**JOB POSTING**

**August 28, 2025**

**KANE COUNTY HEALTH DEPARTMENT**

**Receptionist (Part-Time Position)**

**Starting at $15.00-$18.00/HR**

**20 HR/WK (M-F Shift 8:30 AM-12:30 PM)**

**Aurora Location:**  Promotes population health by providing a variety of general support services such as greeting clients/visitors; answering phone; interacting with clients based on their needs (scheduling/registering clients, completing forms, providing information, collecting payments for fees etc.); and assisting in routine clerical functions (data entry, filing, assembling program materials, copying, faxing/scanning documents, etc.).

**Requirements:**

* High School Diploma or GED
* Bilingual English/Spanish preferred
* Proficiency in use of computer programs: email, word processing, presentation software, and data entry
* Strong communication, interpersonal and problem-solving skills
* Demonstrates organizational and time-management skills
* Empathy, cultural competence, and a client-centered approach
* Valid Illinois driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations
* National Incident Management System (NIMS)/Incident Command System (ICS) 100 and 700 certification within four (4) months of employment

**Application deadline: Open until filled.**

**How to Apply:**

**Go to** [**www.countyofkane.org**](http://www.countyofkane.org/) **under the Careers tab to complete online application, and EEO form; and, upload your cover letter, resume and references.**

**Qualified applicants will be required to submit to a criminal background check.**

**EEO Employer/Program.**