

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



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JOB POSTING **September 20, 2024**

KANE COUNTY HEALTH DEPARTMENT **Administrative Assistant**

Starting at \$16.37/HR Depending on Qualifications
35 HR/WK

General Summary: The Administrative Assistant promotes population health by providing a variety of administrative and technical clerical support services such as providing specialized, technical or Division-specific information to internal and external customers; interviewing internal and external customers to establish services needed; establishing and maintaining data files; and drafting and editing documents such as correspondence and contracts. Under general supervision and/or as part of various workgroups and teams, the Administrative Assistant performs functions within the overarching framework of Kane County Health Department's provision of the core functions and essential services of public health.

Requirements:

- High School Diploma or GED. Associate Degree preferred.
- Two to four years of experience in office and system support.
- Valid Illinois driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Knowledge of the core functions and essential services of public health
- Knowledge of general office principles and practices.
- Knowledge of Microsoft Word and Excel.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Keyboarding skills.
- Oral and written communications skills.
- Organizational skills.
- Customer service skills - in person and via telephone (discretion, patience, etiquette, professionalism).

Application Deadline: Open until filled.

How to Apply:

Go to www.countyofkane.org under the Employment tab to complete online application, and EEO form; and, upload your cover letter, resume and references.

Qualified applicants may be required to submit to a criminal background check.

EEO Employer/Program.