

## **Part Time Administrative Assistant for the Board of Health**

The duties of this position include assisting the Board of Health office staff, assisting the public, answering questions, research, communicable disease reporting, contact tracing and monitoring.

Requirements: High school diploma or equivalent; minimum of one (1) year related work experience in an office environment or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Proficient with Microsoft Office, Website and internet based platforms. Excellent oral and written communication skills. Strong organizational skills and attention to detail. The budgeted number of hours is approximately 10 hours per week. This position is categorized as part time Administrative Assistant, at a Grade II for compensation.