



**KENDALL COUNTY**  
HEALTH DEPARTMENT  
**EMPLOYMENT OPPORTUNITY**  
**PART-TIME NON-EXEMPT**  
**SUPPORT SERVICES**

24 hours per week - 12:00 p.m.-8:00 p.m. Tuesday, Wednesday & Thursday

**EDUCATION/EXPERIENCE/LICENSURE:**

- ▶ Requires a high school diploma or equivalent. Two (2) years' experience in an office setting, a certification in secretarial/administrative assistant or any combination of experience, education, or training, which would provide the level of knowledge, skills & ability required. Familiarity with medical coding/terminology, insurance billing & bilingual in Spanish preferred.
- ▶ Valid Illinois Driver's License.

**SKILLS/KNOWLEDGE/ABILITIES (MAY INCLUDE):**

- ▶ Requires the ability to display a positive, cooperative, professional, & team orientated attitude & the ability to establish & maintain working relationships with supervisor, co-workers, county, state & other officials & the general public.
- ▶ Requires proficiency to work in a Windows environment (i.e. Foothold, social media, Microsoft Office, Outlook, Excel, etc.) & the ability to learn & work with a variety of software programs, including, but not limited to new computer-based, data management programs, as they emerge & become available.
- ▶ Requires the ability to communicate by phone as well as in person including excellent diction, a helpful & culturally competent approach, & the ability to be proficient at first impressions.
- ▶ Requires the ability to acquire & maintain a working knowledge of the operating practices, programs of all department units, & available community resources to refer & assist clients.
- ▶ Requires working knowledge of other equipment/technology, including, but not limited to copy, fax, scanning, computer/laptop, phone, etc.
- ▶ Requires the ability to add, subtract, multiply & divide, in all units of measure, using whole numbers, decimals, & common fractions, & the ability to compute rate, ratio, & percent & to draw & interpret bar graphs.
- ▶ Ability to pass background check.

**ESSENTIAL DUTIES & RESPONSIBILITIES (MAY INCLUDE):**

- ▶ Provide services for units/programs/agencies located at the health department, which include, but are not limited to Mental Health, Community Health, Environmental Health, Community Action, Veterans Assistance Commission, Housing, Workforce Development, emergency preparedness & other special programs & projects.
- ▶ Support duties, which include, but are not limited to, answer phones, assist/answer questions, provides information to county residents/clients, determine callers need, route calls appropriately. Schedule clients for services as needed. Greets all visitors/clients courteously, determines their needs & contacts the appropriate service, person or unit. Daily checks of general office voice mail & route to appropriate service/person/unit and assist with intake processes as directed.
- ▶ Maintains the records management system, including but not limited to filing systems, filing procedures, release of medical information, internal handling of records, retention, transfer & disposal.
- ▶ Clerical assistance for all department units as needed on a daily basis which include, but are not limited to, filing, copying client information as required, schedule appointments, informing clients of needed paperwork (i.e. social security card, bills, pay stubs, etc.) for their scheduled appointment.
- ▶ Payment/fee collection/client check-in & all related paperwork/data entry including payment agreements, scheduling appointments & balancing receipts at the end of day. Assist in processes related to insurance/Medicaid eligibility.
- ▶ The candidate must reflect experience/interest in the culturally diverse population that the health department serves.

**PHYSICAL DEMANDS:** Sit at a desk or in a vehicle for extended periods of time; occasionally stand, bend & reach above the employee's head; occasionally lift and/or move up to twenty-five (25) pounds; use hands to finger, handle, or feel; reach, push, & pull with hands & arms; stoop, kneel, or crouch; travel independently to & from meeting locations, conferences, etc., in Kendall County & throughout the State, as needed to perform assigned job duties; specific vision abilities required for this job include close vision, depth perception, & distance vision; occasional walk to other offices, county buildings.

**SEND RESUME & COVER LETTER TO:** Becki Rudolph, Executive Assistant  
Kendall County Health Department  
811 W. John Street  
Yorkville, IL 60560  
Fax 630/553-9506  
E-mail [brudolph@co.kendall.il.us](mailto:brudolph@co.kendall.il.us)