



## MONROE COUNTY PUBLIC HEALTH

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1801 South B Street  
Albia, Iowa 52531

Phone: 641-932-7191  
Fax: 641-932-5075

May 18, 2017

Albia Newspaper  
Albia, IA 52531

Please run the following as a classified ad:

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Monroe County Public Health has an opening for a full time Assistant Office Manager.

**Description of duties:** Knowledge in bookkeeping and billing principals. Able to type, file, and use computer and office machines. Assists with budget and quarterly reports. Answers telephone and serves as receptionist for agency. Responsible for cost analysis figures and estimates for proposed budget. Keep statistical information. Assist with Public Health programs as directed. Assists other staff in daily operations of agency. Versatile in daily routine with ability to meet deadlines.

**Requirements:** Minimum high school diploma or equivalent. Completion of approved business course, or two (2) years of experience in clerical position or related position.

Applications available online at Monroe County Website or at the Monroe County Public Health office. Office hours Monday-Friday 8-4. Please return completed applications to Monroe County Public Health office by Tuesday, June 6, 2017.

Position is subject to passing a pre-employment physical, criminal background check, and drug/alcohol testing. It is the policy of Monroe County to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, national origin, physical or mental disabilities, marital status, veteran status, or any other status protected by law and as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259). Interested applicants claiming Veterans Preference pursuant to Iowa Code Section 35C.1 must submit supporting documents with your application package to verify your preference claim. It is Monroe County's intent and desire that equal employment opportunities will be provided in employment, recruitment and selection. Disabled applicants who need accommodations to make application for this position should make their needs known to us. To apply contact the Monroe County Public Health, Albia, IA 52531; 641-932-7191. Applications will be received until position is filled.

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Thank You,

Kim Hugen, Administrator  
Monroe County Public Health  
1801 South B Street  
Albia, IA 52531