

The Shelby County Public Health Department has an immediate opening for a secretary/receptionist. Computer skills, typing skills, data entry required. Applicants may be required to take a typing\handwriting test. This position is an AFSCMEU Council 31, Local 3323 union position. The pay job rate is 12.09 per hour. Great hours and excellent benefits. Full time 35 hrs per week. Fax or send resume' to the: Shelby County Health Dept. ATTN: Administrator, 1700 W.S. Third St. Shelbyville, IL 62565 Fax # 217/774-2355 Equal Opportunity Employer. Position will remain open until filled.