



MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

125 East Second Street · Monroe, Michigan 48161- 2197

Telephone (734) 240-7295 · Fax (734) 240-7266 · Toll Free (888) 354-5500 Ext 7295

JOB VACANCY ANNOUNCEMENT

- DATE OF POSTING:** January 29, 2018
- DEPARTMENT:** Health Department
- POSITION:** Public Health Technician
- SALARY:** TPOAM - Wage Schedule Grade 5
- \$12.23/per hour
 - Plus Fringe Benefits
- REQUIREMENTS:** High school diploma or equivalent with one year of experience with software applications (Microsoft Office).
- SUMMARY:** Under the supervision of the Community Health and Public Health Preparedness Director, performs support functions of assigned programs. Provides assistance to the public, collects and records fees, and other payments and answers questions on procedures. Enrolls clients in health programs. Tasks include conducting initial interviews, preparing clients for examinations, administering standardized tests, and recording results. Completes and distributes forms and documents. Maintains client files and recordkeeping systems.

Email resume and completed application to: meagan_russell@monroemi.org

Contact the Monroe Human Resources Department:
An Equal Opportunity Employee

Visit the Monroe County Website: www.co.monroe.mi.us