



Part-Time Grants and Billing Clerk/Receptionist

The Schuyler County Health Department has an immediate opening for a part-time Grants and Billing Clerk/Receptionist. Must have strong computer, telephone, and people skills, be flexible, and well organized. Data entry/accounting, billing (including insurance billing), bookkeeping, and/or recordkeeping experience is preferred and strongly encouraged.

Applications will be accepted until position is filled. Review of applications will begin immediately. Applications are available on our website at www.schuylercountyhealth.com or at the Schuyler County Health Department, 233 N. Congress St., Rushville IL. Please submit application and resume to Lynnette Cale, Administrator at LCale@casscomm.com.

The Schuyler County Health Department is an Equal Opportunity Employer.