

# NOW HIRING

## **Position Announcement: Public Health Office Assistant (Bilingual) Hamblen County Health Department**

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**Public Health Office Assistant (Bilingual):** A full-time position is available at the Hamblen County Health Department. Must have a high school diploma or GED and experience equivalent to 2 years of full-time customer service delivery and/or clerical/office work. A valid motor vehicle operator license is required. Duties include, but are not limited to, patient registration across a variety of programs and circumstances, appointment scheduling, patient checkout, WIC EBT card disbursement, vital records processing, and medical records management. Must be able to communicate clearly, handle multiple tasks, and demonstrate keyboarding and computer skills. English/Spanish Interpreter will be main job task in which you will be required to pass a Spanish Interpreter Assessment within 6 months of employment.

**Minimum starting salary is \$2517/month with benefits.** Please email resume to Dustie Belcher at [Dustie.Belcher@tn.gov](mailto:Dustie.Belcher@tn.gov) or drop off/send to the Health Department marked "resume enclosed" at 331 W. Main St, Morristown, TN 37814. The Hamblen County Health Department is an EEO employer.



Hamblen County  
Health Department