



GOVERNMENT OF

**Monroe County**  
I N D I A N A

Home of Indiana University

## NOTICE OF JOB OPENING

<b>Department Name:</b>	Monroe County Health Department
<b>Position Title:</b>	Call Response and Data Collection Specialist (Temporary Part-Time)
<b>Position Summary:</b>	This position is responsible for collecting and responding to community calls regarding questions, concerns, or complaints. Job duties consist of interacting with the public and documenting each call, topic, and resolution. The applicant must have excellent social skills, and will be required to learn and maintain a thorough knowledge of Monroe County Health Department policies and procedures, specifically regarding the novel coronavirus.
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Applicant must have access to reliable technology to work remotely.</li><li>• Must be proficient in Microsoft Word and Excel.</li><li>• Excellent written and oral communication skills.</li><li>• High school diploma or GED.</li></ul>
<b>Salary:</b>	\$12/hour
<b>Deadline for Application:</b>	August 1, 2020
<b>Submit Resume and References to:</b>	Elizabeth Sensenstein, HR Administrator. <a href="mailto:esensenstein@co.monroe.in.us">esensenstein@co.monroe.in.us</a> 812-349-7314

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462