

JOB OPENING

Position: Secretary/Clerk

Date Available: Following reasonable notice

Provide secretarial, clerical and support services to the Environmental, Housing and Community Health staff of the Bristol-Burlington Health District. Requires proficient computer skills (i.e., Microsoft Word and Excel) and able to operate general office equipment, data base maintenance, filing, reception, and other related services to the office. Ability to maintain good relations with co-workers and public in daily transactions. Works directly under the supervision of the Office Manager.

Full time position, 37.50 hours per week. Regular work schedule is Monday through Friday, 8:00 a.m. to 4:00 p.m.

Salary starting at \$41,626.63. Union position.

Application must be received by March 5, 2018. Send resume' and completed application to the Bristol-Burlington Health District, 240 Stafford Ave., Bristol, CT 06010. Applications are available on line www.bbhd.org, or at the Bristol-Burlington Health District's Office.

Qualifications: High School graduate or equivalent with emphasis in a business or academic course and two (2) years experience in related work with sufficient computer knowledge to qualify for said position. Equal opportunity employer.