

# NOW HIRING

**Public Health Office Assistant/Interpreter:** A full-time position is available at the Grainger County Health Department (county position). 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 disbursement, vital records processing, English/Spanish interpreter, and medical records management. Must be able to communicate clearly, handle multiple tasks, and demonstrate keyboarding and computer skills. Bi-lingual (English/Spanish) and must pass a Spanish Interpreter Assessment within six months of employment. Please email a resume to [jill.heatherly@tn.gov](mailto:jill.heatherly@tn.gov) or drop off or send to the Health Department marked resume enclosed to the Grainger County Health Department P.O. Box 27 Rutledge, TN 37861. Resumes due by COB Wednesday, January 5<sup>th</sup>. The Grainger County Health Department is an EEO employer.



Grainger County  
Health Department