

# WE



www.marioncountyhealth.org

## Centralia Front Desk Clerk

# ARE

### QUALIFICATIONS :

- High school diploma or equivalent required
- Excellent computer and organizational skills
- Good oral and written communication abilities
- Good customer service skills

### HOURS :

Monday through Thursday from 8am-5:15pm

### BENEFITS :

- Sick time
- Vacation time
- Retirement - IMRF
- Health Insurance

**APPLY  
NOW!**

***Send Resume to:***

**Marion County Health Department**

Caitlyn Crain, Director of Clinical Services

118 Cross Creek Blvd.

Salem IL 62881

# HIRING

***Resumes will be accepted through July 11, 2025***

*The health department is an equal  
opportunity employer*

**email: [ccrain@marionco.illinois.gov](mailto:ccrain@marionco.illinois.gov)**