



Butte County Public Health is **HIRING!**

***Administrative Assistant**

- Answers phones and determines nature of the calls; logs and routes calls to appropriate individuals, offices, work units, divisions, or departments to handle inquiries and complaints; takes and delivers messages.
- Types, edits, and prepares correspondence, memoranda, letters, legal documents, information packets and other communications; responds to routine letters and composes general correspondence as directed.
- Maintains department statistical information; collects statistical data and compiles data for reports; updates and assures the accuracy of databases; creates management reports.

***THESE ARE TERM POSITIONS SET TO END 8/31/2021. For terms and conditions concerning the appointment of a Term employee, see [Section 6.13j](#) of the Butte County Personnel Rules. These positions will assist with Butte County Public Health's response to COVID-19 in our community.**



[Visit Butte County Human Resources to apply](#)

www.buttecounty.net/humanresources



To learn more about Butte County Public Health:
www.buttecounty.net/publichealth