

Time limited - non benefitted positions

The Nursing Division, a division of the Health Department has the following positions available:

Clinical Assistant

The candidates selected should be available to work:

Monday thru Friday) various hours

Spanish Preferred (not required)

Duties:

Data Entry

Sorting and filing

Answering telephones

Processing payments

Starting Hourly wage:

\$10.50 - \$11.50, depending upon experience

Preference will be for those applicants who can type 40 WPM net and have secretarial or related work experience.

Must have a current valid driver's license.

Fill out application at <http://www.utahcounty.gov/Dept/Pers/EmploymentCenter.asp>

Go on-line to typing test.com and take a timed test.

Turn application with a copy type score, degree or transcripts if applicable to:

Nursing Division - 151 S University Ave #1610, Provo, UT 84601

Contact: Shirley Green 801/851-7024 for questions