

# NOW HIRING

**Public Health Office Assistant:** A part-time position (3-days per week) is available at the Claiborne 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, and medical records management. Must be able to communicate clearly, handle multiple tasks, and demonstrate keyboarding and computer skills. Interested applicants may pick up an application at the Claiborne County Health Department located at 620 Davis Drive, New Tazewell, TN 37825 between the hours of 8 a.m. -4:30 p.m. or apply online at <https://claibornecountytn.gov/county-employee-application/> Applications are due by COB Friday, November 17, 2023. The Claiborne County Health Department is an EEO employer.



Department of  
**Health**

Claiborne County  
Health Department

Hours of Operation

Monday-Friday 8 a.m. -4:30 p.m.

Late WIC 4<sup>th</sup> Tuesday each month

Phone: 423-626-4291

Fax:423-626-2525