

Buchanan County

**POSTING DATE: June 6, 2024**

**Public Health Assistant/Accounting Specialist**

**DEPARTMENT:** Public Health

**DUTIES:** Under general supervision, the individual in this position receives little instruction on day-to-day work and receives general instructions on new assignments; performs administrative support functions for public health in areas of grant management, complex record keeping, prepares fiscal reports, customer service, and performs functions to achieve the department's mission.

**QUALIFICATIONS:** High School Diploma or GED; and two full years of experience in an administrative support function, or an equivalent combination of two years of education, training, and/or work experience that provides the knowledge skills, and abilities necessary to perform the essential job duties of the position.

**STATUS:** Full-time – Non-Exempt – At will position.

**Wage:** Based on Experience

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**Submit your resume, references and a completed employment application, along with a signed job description by email to [Griffin.Hickey@co.buchanan.ia.us](mailto:Griffin.Hickey@co.buchanan.ia.us) or mail or drop these items off to:**

**Buchanan County Public Health  
Attention Griffin Hickey, Director  
1210 First Street West  
Independence, IA 50644**

**Employment application and the full job description can be downloaded off the county website at: <https://www.buchanancounty.iowa.gov> Employer will not be responsible for application documents lost in transit. Documents will be accepted until the position has been filled or until Friday, June 28, 2024, until 3:00 p.m.**

Buchanan County is an Equal Opportunity Employer (EOE).  
It is the policy of Buchanan County to comply with the Americans with Disabilities Act and Amendment