

# TUSCOLA COUNTY HEALTH DEPARTMENT

1309 Cleaver Road, Caro, MI 48723

(989) 673-8114 ext. 119

Website: [www.tchd.us](http://www.tchd.us)

## **JOB POSTING**

Experienced Part time (progressing to full time as budget allows)  
Administrative Services Coordinator Position available.  
Applicants must be a Graduate of a Business School and/or hold  
an Associates degree and/or Bachelor's Degree in a related field  
and/or five years relevant work experience. Candidate must be  
able take and transcribe minutes; proficient in Microsoft Word,  
Excel, Publisher, Power Point and possess working knowledge of  
computer equipment and/or hardware.

Equal Opportunity Employer

Submit application/resume to:

Human Resource Department

Tuscola County Health Department

1309 Cleaver Road, Suite B

Caro, MI 48723

Email – [chicks@tchd.us](mailto:chicks@tchd.us) or fax: 673-7490

Deadline: Noon - Friday, March 12, 2010