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*“Working towards a healthy and safe Putnam County”*

## JOB POSTING

### Receptionist/Vital Statistics Registrar

**Putnam County Health Department** is seeking a qualified candidate for the part time position of Receptionist and Vital Statistics Registrar. Applicants must possess a High School Diploma, Associates Degree in Business preferred. Primary tasks include assisting clients in person and on phone, assisting with billing/fiscal, issuing vital statistics records, and other clerical duties. Applicant must possess excellent customer service skills and be proficient with Microsoft Office. PCHD is an equal opportunity employer. Interested individuals must submit a resume and cover letter to Kim Rieman at [kim.rieman@putnamhealth.com](mailto:kim.rieman@putnamhealth.com) or 256 E. Williamstown Rd., Ottawa, OH 45875 by EOB April 30, 2021.



Our mission is to protect, promote and improve the health, safety and quality of life of the Putnam County community