

Public Health Department Administrative Assistant and County Contact Tracer

This position performs a variety of administrative, clerical and receptionist services directly related to the Pondera County Health Department and all associated programs. This position provides assistance to the Pondera County Public Health professional staff with special projects and responding to information requests. Travel required along with some flexibility beyond normal business hours. The contact tracer will promote contact tracing by following case investigation to process the identity, monitor and support individuals who may have been exposed to a person with a communicable disease, such as COVID-19. For application please contact the Clerk and Records office. For question please contact 406-271-3247