



TORRINGTON AREA HEALTH DISTRICT

350 Main Street ♦ Suite A ♦ Torrington, Connecticut 06790

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"Promoting Health & Preventing Disease Since 1967"

Full Time Secretary Position Announcement

The Torrington Area Health District (TAHD) seeks a well-organized, detail-oriented, and reliable individual to perform Secretarial and program support duties. The ideal candidate will be enthusiastic about public health and eager to contribute to our team. A successful candidate must have strong customer service skills and like working with the public as part of a team. The position's duties will range from filing, answering the phone, basic bookkeeping, assisting customers at the counter with applications & forms, ordering office supplies, attending meetings, scribing minutes, and all other duties as assigned to assist with the day-to-day functions of the office. Previous experience within a health department/district is a plus.

Qualifications

High School graduate with some business college and/or computer training preferred. Excellent written and verbal communication skills are necessary. Typing, computer competency, & general office experience a must. Bilingual a plus.

Responsibilities

- Assist customers at the counter with applications & forms.
- Maintain files and records so they remain updated and easily accessible.
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer phone to take messages or redirect calls to appropriate colleagues.
- Utilize office appliances such as photocopier, printers, scanners, computers for data entry / word processing, spreadsheets creation, and document management software.
- Undertake basic bookkeeping tasks, posting accounts receivables, and preparing bank deposits.
- Take minutes of meetings and dictation
- Assist in office management and organization procedures.
- Perform other duties as assigned.

Requirements and skills

- Proven secretarial experience or other clerical position preferred.
- Familiarity with office procedures and basic accounting principles.
- Working knowledge of office devices and processes.
- Very good knowledge of MS Office along with database/document management software.
- Excellent communication skills and ability to expend empathy and patience.
- Very good organizational and multi-tasking abilities.
- Valid Driver's License.

Salary/Benefit

- Pay will be commensurate with experience
- 35-hour work week, paid vacation, sick time, personal days, and holidays
- Health, life, dental, and long-term disability insurance
- District contributes 7% of gross annual salary to a retirement plan.
- A deferred compensation plan is also offered to employees to contribute to on their own.

Please submit resume and cover letter to TAHD (attention: Robert Rubbo) by the COB on May 11, 2023 via email rrubbo@tahd.org

Borough of Bantam, Bethlehem, Canaan, Cornwall, Goshen, Harwinton, Kent, Borough of Litchfield, Litchfield, Middlebury, Morris, Norfolk, North Canaan, Plymouth, Salisbury, Thomaston, Torrington, Warren, Watertown, Winsted

The Torrington Area Health District is an equal opportunity provider, and employer.