



# Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
Phone 860-774-7350 / Fax 860-774-1308 / Web Site [www.nddh.org](http://www.nddh.org)

## Employment Opportunity

### Part-Time, Public Health Administrative Assistant

The Northeast District Department of health is currently looking for an Administrative Assistant. Major responsibilities include preparing reports and communications materials, record-keeping, scheduling vehicle maintenance, and administrative support as needed such as assisting with bookkeeping and payroll.

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Position: Administrative Assistant

Date Posted: 08/20/2020

Department: Finance and Administration

Date Closed: 09/18/2020

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#### Summary of Job Description:

NDDH provides public health services to the 12 towns of northeast CT. This role will be to provide administrative support, prepare and distribute reports, correspondence, and other forms of communication.

#### Minimum Requirements:

- Minimum requirements include a high school diploma and five (5) years of increasingly responsible office administrative experience.
- An Associate Degree in Secretarial Science, Business Administration or a related field is preferred.
- Applicant must be a self-motivated, organized individual who can work independently and as part of a team.
- Knowledge of computers with Microsoft Office experience, specific to Word and Excel or similar programs is necessary as are strong verbal and written communications skills.
- Must demonstrate a willingness and ability to learn new computer applications as needed. Individual must possess the ability to work cooperatively with other staff members, state agencies local officials, community organizations and the public.

**Job description and application are available online:**

<http://www.nddh.org/about-nddh/departments-staff/job-opportunities/>

**Please forward resume and completed application form to**

**NDDH,**

**69 South Main Street, Unit 4,  
Brooklyn, Connecticut 06234**

**or**

**electronically to: [email@nddh.org](mailto:email@nddh.org)**

**Applications will be reviewed until a qualified candidate is identified.**

**The Northeast District Department of Health is an Equal Opportunity Employer.**