

DeKalb County Board of Health

Clerk 1

Position #10090 & 10063

(Salary is offered based on Education, Experience and/or Budget)

POSTED: January 11, 2022

DEADLINE TO APPLY: Continuous

LOCATION: North DeKalb Health Center - CHAPS

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through: information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

DUTIES: Under direct supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. Establishes and/or maintains filing and record-keeping system. Conducts clerical research using a variety of resources to prepare, assemble, or generate reports, documentation, presentations, etc. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of a clerical or administrative supervisor.

MINIMUM QUALIFICATIONS: High school diploma or GED **AND** ability to perform basic office functions and computer related duties.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants who have front and back office experience in a medical setting, fee collection, cash drawer close out and cash drawer reports, and the ability to troubleshoot payments. Experience in patient care management systems also desirable.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required

ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Michelle.Raines@dph.ga.gov

