

DeKalb County Board of Health

Program Associate

Position #10663

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

POSTED: January 13, 2022

DEADLINE TO APPLY: Continuous

LOCATION: T.O. Vinson Health Center – DCS/Immunization Program

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 general supervision, performs a variety of clerical duties in support of a program, administrative, or technical operations requiring significant knowledge of program operations., policies, and procedures, also may act as the coordinator of a program operation or process. Conducts comprehensive clerical research using a variety of resources to generate reports and respond to requests. Maintains financial, personnel, and related records of program operations. Establishes and maintains filing and record-keeping systems in support of program operations. Provides training and technical support of clients, third party vendors and others within the organization. Prepares memos correspondences, forms, and other documents. Responds to incoming mail, phone calls and electronic requests: initiates and prepares documents in support of the program operations. Monitors use and maintains supplies for programs or the operational unit. Maintains scheduling of the auditorium.

MINIMUM QUALIFICATIONS: High school diploma or GED **AND** Four years of progressively complex office or administrative experience.

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