

DeKalb County Board of Health

Office Supervisor

Position # 10108

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

POSTED: September 21, 2022

DEADLINE TO APPLY: October 5, 2022

LOCATION: North DeKalb Health Center – MCH/WIC

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.

Salary Information: \$41,000.00 Annual/ Pay Grade I

DUTIES: Directs, supervises and reviews work assignments at a medical facility. Plans and organizes work while meeting medical facility goals and objectives. Monitor staff's progress and productivity, performance, training and educate to assure the reduction of errors. Support and assist the duties of secretarial/clerical staff to facilitate the office's functions. Troubleshoot and correct billing errors. Coordinate the record keeping activities of medical records. Resolve customer service issues and coordinate resolutions and follow-up. The work includes operating standard office equipment.

MINIMUM QUALIFICATIONS: High school diploma or GED AND Two years of experience required at the lower-level Administrative Support 3 (GSS082) or position equivalent. Must show ability to lead or supervise a team.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants who possess One years of WIC clinical 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