

DeKalb County Board of Health

Administrative Assistant 2

Position # 10134

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

POSTED: November 23, 2022

DEADLINE TO APPLY: December 8, 2022

LOCATION: T.O. Vinson Health Center – DCS

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: \$42,839.27 Annual/Pay Grade G

DUTIES: Under broad supervision, performs a wide range of office administration duties for assigned functions program areas, duties may be complex in nature and may involve access to confidential information. May research, investigate, and/or resolve program data or issues. Drafts documentation, reports, or presentations. Represents program or unit, provides information and assistance to internal and external customers.

MINIMUM QUALIFICATIONS: Associate degree from an accredited college or university AND two years of related experience OR four years of related experience.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants with extensive software skills including Microsoft Excel, Power Point, and Quicken. Strong communication skills and excellent interpersonal skills are also preferred.

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