

# DeKalb County Board of Health

## Hourly Administrative Assistant 2

Position # 10098

(Up to 29 hours per week)

**POSTED:** November 23, 2022

**DEADLINE TO APPLY:** December 7, 2022

**LOCATION:** T.O. Vinson Health Center- MCH

**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>.

**DUTIES:** Under general supervision, performs a wide range of office administration duties for assigned functions or 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.

**SALARY INFORMATION:** \$17 per hour/Pay Grade

**MINIMUM QUALIFICATIONS:** Associate degree from an accredited college or university **AND** One year of related experience **OR** Three years of related experience.

**PREFERRED QUALIFICATIONS:** In addition to the minimum qualifications, preference will be given to applicants with training and experience in general office management. Proficiency in Excel and PowerPoint is strongly recommended.

**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](http://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](mailto:Michelle.Raines@dph.ga.gov)