

DeKalb County Board of Health

Customer Service Representative 2 Position # 10084

POSTED: January 24, 2023

DEADLINE TO APPLY: January 31, 2023

LOCATION: East Dekalb 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: \$34,320 Annual/Pay Grade G

DUTIES: Under general 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. Conducts clerical research, gathers and compiles information using a variety of resources to prepare, assemble, or generate reports and other documentation. May enter data and/or process documents and records. Operates standard office equipment. Other duties as assigned.

MINIMUM QUALIFICATIONS: High school diploma or GED AND completion of 90 quarter hours (60 semester hours) at an accredited college or university OR One year of experience in a customer service setting communicating information OR One year of experience required at the lower-level Customer Svc Rep 1 (GST120) or position equivalent.

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

