

Looking for Work That Matters?

We're Hiring! Join Our Team.



We are Accepting Applications for the Following Position: **Administrative Assistant (10135)**

Founded in the 1920s and headquartered in Decatur, GA, the DeKalb County Board of Health works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbhealth.net.

POSTING DATE: 9/18/23

APPLICATION DEADLINE: 10/20/23

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: North Health Center

DIVISION/DEPARTMENT: Clinical Services

SALARY INFORMATION: \$35,684 Annually / Pay Grade G/ Job Code GST051

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.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited college AND One year of related experience
OR
Three years of related experience.

PREFERRED QUALIFICATIONS: Preference will be given to applicants with demonstrated work experience Microsoft Office software.

NOTE: Thank you for your interest in DCBOH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification.

Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at www.dph.georgia.gov
If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Anibel.Porraz@dph.ga.gov.

THE DEKALB COUNTY BOARD OF HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.