



Looking for Work That Matters?

We're Hiring! Join Our Team.

We are Accepting Applications for the Following Position: **Hourly Customer Service Representative 1 (10318)**

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) 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 dekalbpublichealth.com.

POSTING DATE: 03/11/2024

APPLICATION DEADLINE: 03/25/2024

LOCATION: North Health Center

DIVISION/DEPARTMENT: Clinical Services

SALARY INFORMATION: \$15.00 Hourly / Pay Grade C / Job Code GSS080

DUTIES: Under direct 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. Establishes and/or maintains electronic and record-keeping system. Conducts clerical research using a variety of resources to prepare, assemble, or generate reports, documentation, presentations, etc. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of a clerical or administrative supervisor. **BI-LINGUAL Preferred (Spanish).**

MINIMUM QUALIFICATIONS: High school diploma or GED **AND** ability to perform basic office functions and computer related duties. **BI-LINGUAL Preferred (Spanish).**

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants who have front and back-office experience in a medical setting, fee collection, cash drawer close out and cash drawer reports, and the ability to troubleshoot payments. Experience in patient care management systems also desirable. **BI-LINGUAL Preferred (Spanish).**

NOTE: Thank you for your interest in DKPH. 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. We have the right to close any position at any time for any reason.

Employment with DeKalb Public 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 [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](http://Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES (governmentjobs.com)) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.