



**GEORGIA DEPARTMENT OF  
PUBLIC HEALTH (GA)**  
invites applications for the  
position of:

## **Administrative Assistant 3**

**SALARY:** \$30,742.00 - \$38,926.79 Annually

**OPENING DATE:** 09/27/2018

**CLOSING DATE:** 10/11/2018 11:59 PM

### **DESCRIPTION:**

**Location:** District 2 Public Health Regional Office, 1280 Athens Street, Gainesville, GA 30507

**Recruitment:** This position is open to all qualified applicants

**Pay Grade:** H

**Position:** 00001797

District 2 Public Health serves 13 counties in the northeastern portion of Georgia and includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White counties. The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

*In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.*

### **JOB RESPONSIBILITIES:**

#### DHD Assistant Duties

- Will provide administrative support services and keep calendars for DHD
- Serve as liaison between District 2 and other outside agencies
- Serve as the point person for the Health Departments on legal matters such as subpoenas, etc.
- Renew GPHA memberships
- Will attend various meetings to record, transcribe and distribute minutes
- Will advise county staff on proper procedures for Open Mgt/Records & Rules
- Maintain calendars for District Health Director and Senior Management Team
- Make registrations for meetings and hotel reservations (GPHA, state meetings, etc.)
- Make changes as needed to master agreements, get signatures, make copies
- Send communications (letters, notices) to other local government units, including BOCs, County Managers, Schools, and potentially sheriffs and EMAs.
- Advise COMs on rules: sunshine laws, notification and minutes requirements, etc.
- Maintain copies of district MOUs and contracts, such as with universities for internship programs
- Serves as the point of contact for DHD
- Serves as point of contact for client and community complaints
- Prepares and disseminates correspondence for DHD
- Assists with special projects
- Maintains county nurse manager coverage calendar and assists with seeking nurse coverage when required

#### Front Office Duties

- Post and distribute mail in the District Office
- Sort deliveries to ensure they reach appropriate staff
- Create UPS/Fed-Ex labels, bill appropriate program, and arrange pickup of parcels

- Answer phones and front door
- Greet visitors and ensure they are met by the appropriate staff
- Maintain supply closet
- Prepare large conference room for meetings
- Maintain schedule for conference room use
- Monitor cameras to ensure appropriate entry into the District office
- Weekly Newsletter
- Performs other duties as assigned

Under broad 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 Two years of related experience OR Four years of related experience.

#### Preferred Qualifications:

- Bachelor's degree
- Ability to maintain a high level confidentiality
- Must be detail oriented
- Excellent communication skills both written and oral
- Must possess excellent office skills and the ability to compose letters, memos etc.
- Must be familiar with Outlook and knowledge of keeping multi-user calendars
- Ability to take/transcribe dictation/minutes from meetings
- Must be familiar with HIPAA regulations
- Must have knowledge of Open Meetings/Open Records Rules/Regulations
- Must be able to multi-task and work with little supervision

### **ADDITIONAL INFORMATION:**

To be considered for employment at District 2 Public Health you must complete an online application. This job application can be found at [www.dph.georgia.gov](http://www.dph.georgia.gov). Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process. Please do not send hard copies of application materials. All information can be uploaded to the online system.

Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Pre-employment drug screen and criminal records check (fingerprinting) are required.

Note: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

We are an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at [www.phdistrict2.org](http://www.phdistrict2.org).