



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

Admin Support 2

Georgia Department of Public Health

SALARY: \$22,105.00 - \$26,587.52 Annually

OPENING DATE: 02/08/19

CLOSING DATE: 02/22/19 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: D

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:

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. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the general supervision of a clerical or administrative supervisor.

- Post and Distribute mail in the district office
- Sort deliverables to ensure they reach the appropriate staff person
- Answer phones and front door
- Greet visitors and ensure they are met by the appropriate staff
- Maintain the supply closet
- Prepare large conference for meetings
- Assist with conference room scheduling
- Monitor cameras to ensure appropriate entry into the District office
- Complete the weekly District Newsletter
- Provide administrative support services for the DHD
- Serve as the liaison between District 2 and outside organizations
- Renew GPHA memberships for the county BOH
- Attend meetings to record, transcribe, and distribute minutes
- Make registrations for meetings and hotel registrations as needed (GPHA, state meetings, etc.)
- Make changes as needed to master agreements, get signatures, and make copies

- Send communications to other local government units, including BOCs, County managers, and schools
- Serves as point of contact for DHD
- Assists with special projects
- Assists District departments (HR, IT, Accounting) with filing, organizational tasks, and other duties as assigned

MINIMUM QUALIFICATIONS:

High School diploma or GED AND Two years of general office or administrative experience.

PREFERRED QUALIFICATIONS:

- Public Health experience
- Ability to maintain a high level of confidentiality/Awareness of HIPAA regulations
- Excellent written and oral communication skills
- Ability to take comprehensive minutes and transcribe them
- Ability to multitask and work with minimal supervision
- Bilingual (Spanish and English)

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. 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.