



WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, R.S., M.P.H.
HEALTH COMMISSIONER

Scott R. Swope, D.O.
MEDICAL DIRECTOR

TEMPORARY EMPLOYMENT OPPORTUNITY

Posted 3/25/2021

This posting is for a temporary and part-time position to assist Warren County Health District. The position is for up to six months but could end prior to that time period due to funding or needs of the department.

POSITION: SECRETARY I

AGENCY: Warren County Health District

DEPARTMENT: Nursing Division

LOCATION: 416 South East Street, Lebanon, Ohio 45036

HOURS: Part-time, 24 hours per week, 7:30 am - 4:00 pm Monday – Wednesday

PAY RANGE: Pay Grade 3, \$14.57 per hour

POSTING PERIOD: This notice is being posted for a period of time not less than seven (7) consecutive calendar.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent plus minimum of one (1) year experience in secretarial/clerical field or any equivalent combination of education, training, and/or experience. Valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general office practices and procedures; proper phone etiquette skills; general bookkeeping skills. Knowledge of MS Word and Excel software; ability to learn agency software. Ability to operate various office equipment including scanner.

JOB RESPONSIBILITIES:

Performs secretarial tasks for environmental health division of local health department: greets and directs public; answers phone inquiries and directs calls; types letters and general office correspondence; performs proper record keeping of in-house files by filing or scanning of records.

TO MAKE APPLICATION:

Please send resume to Tammy Cranmer, Warren County Health District, 416 So. East Street, Lebanon, OH 45036 or e-mail resume to tcranmer@wcchd.com.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN
AND BACKGROUND CHECK (BCI).

E.O.E.

Tel: 513-695-1228 Fax: 513-695-2402
warrenchd.com

Updated 1/24/2017 DWR