



WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, REHS, MPH
HEALTH COMMISSIONER

Clint Koenig MD, MSPH
MEDICAL DIRECTOR

EMPLOYMENT OPPORTUNITY

Posted 07/11/24

- POSITION:** Administrative Assistant I / Administrative Assistant II
for Environmental Division Office
- AGENCY:** Warren County Health District
- DEPARTMENT:** Environmental Health Division
- LOCATION:** 416 South East Street, Lebanon, Ohio 45036
- HOURS:** Full-time: 7:30 am - 4:00 pm, Monday through Friday
- PAY RANGE:** Adm Asst I: Pay Grade 2 (\$19.76 hourly)
Adm Asst II: Pay Grade 3 (\$21.55 hourly)
plus full WCHD Benefit Package
- POSTING PERIOD:** This notice is being posted 07/10/24 for a period not less than seven (7) consecutive calendar days. **Deadline for resume submission is 4:00 pm Thursday, July 18, 2024**

The Environmental Health Division of the Health District handles the following programs: Household Sewage Systems, private Water System, Food Safety Program, Public Swimming Pools, Rabies Prevention Program, Campground Program, nuisance Complaint Program, School Environment Inspection Program, Plumbing Inspection, Vital Statistics and more.

MINIMUM QUALIFICATIONS:

Adm Asst I: 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.

Adm Asst II: This position serves as deputy registrar for vital statistics and is back up to the office manager in her absence. Preferred qualifications include associate degree in secretarial science or similar; or five (5) year's applicable experience; or for internal candidates demonstrates expertise in current Adm Asst. I position.

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 administrative 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. Additional duties for Adm Asst II position include state reports, program reports, serving as deputy registrar, and managing office in absence of office manager.

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@wchd.com.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI). WCHD is an EOE employer.

Tel: 513-695-1228 Fax: 513-695-2941
warrenchd.com