



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Office Support Specialist I/II

Department: Prenatal Outreach

Office: Health Promotions

Posting Date: January 29, 2019

Hours: Full-time, M - F 8 am - 4:30 pm

Starting Salary: I/B22 \$13.62/hour; \$28,329.60

II/B25 \$14.67/ hour /\$30,513.60/Annual

** Salary commensurate with experience*

Minimum Qualifications:

- A High School diploma or equivalent, with coursework in keyboarding, and knowledge of office practices and procedures utilizing PC and standard word processing software
- Experience with computer applications/software, including MS Office and ability to type 35 wpm

Preferred Qualifications:

- Two years' experience as an Office Support Specialist I

Responsibilities include but not limited to:

- Performs as a receptionist /information and clerical functions and serving as a contact for facilities issues/problems for the Charles Drew Health Center.
- Answers multiline telephones, and directing callers; handling basic inquiries and complaints.
- Greeting clients in a professional manner and directing to appropriate area.
- Contacting vendors for repairs services as directed; preparing and processing various forms; gathering and entering data using a PC; scheduling and maintaining reservations for conference rooms.
- Operates office equipment (i.e. personal computer, photo copier/printer, fax and credit card machine)
- Serves as back up to other support staff and provides support to other Health Promotions programs
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

How to apply:

- Complete the application found on our website: www.phdmc.org/about/employment-postings.
- Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

Fax (937) 496-3070
humanresources@phdmc.org

Deadline to Apply: February 15, 2019 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ”).