



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

RE-POST

POSITION AVAILABLE

Position: Distribution/Mailroom Clerk
(Office Services Worker II)

Department: Information, Distribution,
and Receiving Center

Office: Administration

Posting Date: May 2, 2019

Hours: Full-time, M - F 7:30 am - 4:00 pm

Starting Salary: B29 \$16.19 - \$33,675.20 Annual*

**Salary commensurate with experience*

Minimum Qualifications:

- High School Diploma or equivalent with course work in basic mathematics; six months related experience;
- Must be able to lift up to 50 lbs.
- Valid Ohio driver's license and access to a motor vehicle

Responsibilities include but not limited to:

- Sorting, and delivering mail and supplies on a timely basis to various Public Health locations (will receive, sort and distribute incoming and outgoing mail); Position requires counting, sorting, and maintaining supplies in an orderly manner; tracking, monitoring supplies or assets, searching/scanning requisitions and purchase orders.
- Loading and unloading trucks, breaking down pallets; receiving and delivering packages
- Coordinates IDRC activity/trains staff
- May be required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional changes in responsibilities and working locations / 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: May 18, 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/or 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").