



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

## Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://www.phdmc.org)

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

### POSITION AVAILABLE

**Position:** Office Support Specialist I

**Department:** Women, Infant and Children  
Nutrition Program (WIC)

**Office:** Health Promotions

**Posting Date:** June 22, 2020

**Hours:** Part-Time M - F (20 hours each week)

**Starting Salary:** I/B22/ \$15.11/hr; \$15,714/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
- Must possess a working knowledge of all Microsoft Office Products
- Ability to type 35 wpm
- Valid Ohio driver's license and access to a motor vehicle

#### **Preferred Qualifications:**

- WIC experience and bilingual in Spanish

#### **Responsibilities include but not limited to:**

- Position will be responsible screening potential participants for WIC eligibility, typing, data entry and scheduling appointments.
  - Performs as a receptionist /information and clerical functions and serving as a contact for facilities issues/problems for the WIC (Women, Infants and Children) Program.
- Answers multiline telephones, and directing callers; handling basic inquiries and complaints.
- Greeting clients in a professional manner and directing to appropriate area.
- Operates office equipment (i.e. personal computer, photo copier/printer, fax)
- Serves as back up to other support staff
- May be required to play an active role in the event of a public health emergency, crisis, outbreak, incident. This may include change in responsibilities and working locations/hours.

#### **How to apply:**

- Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings).

- Fax, email, or deliver the completed application to Human Resources at:

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117 South Main Street, 2<sup>nd</sup> Floor

Dayton, Ohio 45422

Fax (937) 496-3070

[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Closing Date to Apply:** July 17, 2020 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").**