



POSITION AVAILABLE

Position: Administrative Secretary
Department: Communicable Disease
Office: Health Services

Posting Date: August 21, 2020
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: B33/1 \$18.12 - \$24.91/Hour
\$37,689.60 - \$51,812.80/Annual
***salary commensurate with experience*

Minimum Qualifications:

- A High School diploma or equivalent, with coursework in keyboarding, and knowledge of office practices and procedures proficient experience utilizing PC and advance function database/word processing systems
- 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:

- Three years progressively responsible secretarial experience

Responsibilities include but not limited to:

- Performs support functions using automated office systems to perform task which include composing and typing letters, memos, contracts, meeting minutes, sorting and distributing mail, answering and referring phone calls, screening visitors, copying, and maintaining office supplies
- Perform one or more of the following tasks; Assists with various reports and collection of data, proofreads documents for accuracy and completeness. Compose letters, arrange meetings, make travel arrangements, purchase requisitions, maintains attendance records and training for new support staff, manages petty cash funds, Completes special projects.
- Performs various secretarial task; copies and distributes materials, maintains confidential and correspondence file system, maintains various log systems.
- Generate reports, verify and compiles information, according to the support of the Supervisor Bureau and Director of Health Services.
- Prepares and compiles financial and statistical reports relating to program activities
- Organizes and coordinates preparation for meetings, support and follow-up details for meetings and handles setting up and coordination of meeting logistics
- Maintains confidentially; May provide back-up support or assistance to other staff as needed.
- 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

PHDMC provides a quality, affordable and competitive healthcare benefits package, including the following:

- Health, Dental, Vision Insurance, Vacation, sick and personal leave, Paid holidays
- Eligibility to contribute to a Deferred Compensation Program
- Membership with Ohio Public Employees Retirement Systems

How to apply: Complete the application found on our website:

<https://www.phdmc.org/agency-publications/13-phdmc-employment-application-packet/file>

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

Public Health – Dayton & Montgomery County

Fax (937) 496-3070

117 South Main Street, 2nd Floor

humanresources@phdmc.org

Dayton, Ohio 45422

Closing Date to Apply: September 11, 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").