



POSITION AVAILABLE

Position: Office Assistant I/II

Department: Medical Records/Communicable Disease
STD/ TB Clinics

Office: Health Services

Posting Date: November 22, 2021

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

Starting Salary: **A12/I Step I**-\$16.72/per hour -\$34,777.60
A13/I Step I -\$18.01/per hour -\$37,460.80

** salary commensurate with relevant work experience*

Minimum Qualifications:

- High school diploma or equivalent with coursework in keyboarding and knowledge of office practices and procedures utilizing a PC and standard word processing software
- Ability to key at least 35 wpm
- Current valid Ohio driver's license & access to a motor vehicle

Preferred Qualifications:

- Medical terminology background
- Excellent customer service skills
- Bilingual

Responsibilities include but not limited to:

- Performing support functions which include greeting and interacting with clients, using an electronic medical records system to perform registration activities which include client intake and checkout; scheduling appointments, answering client's questions and answering the phone.
- Scanning client information into the electronic medical records and maintaining client confidentiality
- Providing office support to outreach clinic sites in the community which may include Montgomery County jail
- 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 and Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

How to apply: Complete the application found on our website: www.phdmc.org/about/employment-postings

- 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: December 17, 2021 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").