



TWO POSITIONS AVAILABLE

Position: Office Assistant I/II
Department: WIC Nutrition Program
Office: Health Promotions

Posting Date: December 15, 2021
Hours: Full-Time M - F 8:00 am – 4:30 pm
Starting Salary: **A12/1** \$16.72/Hour - \$23.92/Hour
\$34,777.60 - \$48,651.20/Annual
A13/1 \$18.01/Hour - \$25.20 Hour
\$37,460.80 - \$52,416.00/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
- 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 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

This Position is Grant Funded and the Closing Date to Apply: December 30, 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”).