POSITION AVAILABLE

Position: Office Support Specialist I
Department: Birth Outcomes/Prenatal Outreach
Office: Health Promotions
Posting Date: February 25, 2020
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: I/B22 $13.62/hour; $28,745.60
* 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
- Experience with computer applications/software, including MS Office and ability to type 35 wpm

Responsibilities include but not limited to:
- Performs as a receptionist/information and clerical functions and serving as a contact for facilities issues/problems for the Charles Drew Health Center.
- Answers multiline telephones and directing callers; handling basic inquiries and complaints.
- Greeting clients in a professional manner and directing to appropriate area.
- Contacting vendors for repairs services as directed; preparing and processing various forms; gathering and entering data using a PC; scheduling and maintaining reservations for conference rooms.
- Operates office equipment (i.e. personal computer, photo copier/printer, fax and credit card machine)
- Serves as back up to other support staff and provides support to other Health Promotions programs
- 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 package to full time employees, including the following:
- Vacation, sick and personal leave
- 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 
  Dayton, Ohio 45422

Closing Date to Apply: March 15, 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”).