



Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

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

POSITION AVAILABLE

Position: Office Assistant I/II
Department: Public Information
Office: Office of the Health Commissioner

Posting Date: May 13, 2022
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: **A12/I Step I**-\$16.97/per hour -\$35,297.60
A13/II Step I -\$18.28/per hour -\$38,022.40

** 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
- 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.

Preferred Qualifications:

- Two years’ work experience of clerical administrative support including knowledge of Microsoft 365
- Experience working with multi-line telephone system
- Excellent customer service skills
- Bilingual

Responsibilities include but not limited to:

- Providing excellent customer service while answering calls to the agency’s main phone number and routing calls to the proper department, answering questions from the public regarding Public Health services and/or providing linkage to other community services
- Responding to emails sent to the agency’s general email box
- Performing general office support functions within the Public Information program, which includes greeting and interacting with the public, providing documents and literature to other Public Health programs, maintaining a call log and other reports as needed

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

- Health, Dental, Vision Insurance
- 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:

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117 South Main Street, 2nd Floor

Dayton, Ohio 45422

Fax (937) 496-3070

humanresources@phdmc.org

Closing Date to Apply: June 12, 2022 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.

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for a position with Public Health.

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”).