

Job Announcement



Do you desire to make a difference in your community and be off on most evenings and weekends? If so, this is the job for you!!

Posted Date: December 22, 2023

Closing Date: January 2, 2024

Position Type: 1 Full-Time Position

Location: Dougherty County Board of Health/240 Pine Ave /Albany, Georgia

Paygrade: C, D, or E/Salary Range: \$26,188 - \$34,637.73
(Based on qualifications/experience)

Job Code: GSS080, GSS081, GSS082

Administrative Support, Level 1, 2 or 3

(Based on qualifications/experience)

We offer: 13 paid holidays, Educational Support Leave, 3 wks. Annual Leave & 3 wks. Sick Leave earned in first year, a defined benefit retirement plan plus (employer matched) 401(k) plan, Health and Flexible Benefits (Dental, Vision, Legal, Long-Term Care, Dependent Life, AD&D, Short- and Long-Term Disability, and Spending Accounts).

General Nature of Work or Job Summary

- Provides outstanding customer service
- Maintain HIPAA standards related to Privacy and Security
- Performs various administrative functions for the Dougherty County Health Department and Dougherty County Environmental Health programs and services, including fee collection, basic bookkeeping, filing, making appointments, completing paperwork and reports, compiling, sorting, and filing office records, maintaining databases, etc.

- Answers phone and provides information regarding services
- May be assigned to assist in other counties in the district
- This position may require working some evenings, weekends, or during special events
- Responds to Public Health Emergencies

Minimum Qualifications

High school diploma or GED AND ability to perform basic office functions and computer related duties. This position requires the ability to lift up to 45 lbs., and the ability to bend and reach up.

Preferred Qualifications

- Previous employment with any state’s Department of Public Health or a County Board of Health
- Completion of an associate degree in a related field from an accredited college or university
(Please mail or bring a copy of College Transcript or Diploma to Interview—must have official transcript prior to start date)
- One or more years of experience performing complex office/administrative functions
- One or more years of experience using Microsoft Office Suite (Word, Excel, and Outlook)
- Bilingual (Spanish), ability to interpret and translate Public Health information orally and in writing from English into Spanish and Spanish into English

Instruction to Apply + Other Important Information:

A State Merit Application for Employment must be received by this office no later than the deadline. **Highlight any experience related to the Preferred Qualifications.** This position may require driving company vehicles (Valid driver’s license required) and working some evenings and weekends during special events such as health fairs and responding to disasters. **Selected applicant must consent to a motor vehicle record assessment. Points should be less than 10 and/or not negatively impact insurance rates for the agency.** Drug screen, criminal background check and immunization records may be required. If selected, male applicants between 18 and 26 years of age must present proof of Selective Service Registration. All information submitted is subject to verification.

Southwest Health District 8, Unit 2

Tischkia Joiner-*Human Resources*

Tischkia.Joiner@dph.ga.gov

1109 North Jackson Street, Albany, GA 31701-2022

[Link to State Merit Application](#)

We are an Equal Opportunity Employer

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

Only apply if you have a sincere desire to serve and can provide outstanding customer service, 100% of the time!