



WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, REHS, MPH
HEALTH COMMISSIONER

Terren B. Koles, MD
MEDICAL DIRECTOR

EMPLOYMENT OPPORTUNITY

Posted 09-18-2023

POSITION: Administrative Assistant 1 in Environmental Division Office

AGENCY: Warren County Health District

DEPARTMENT: Environmental Health Division

LOCATION: 416 South East Street, Lebanon, Ohio 45036

HOURS: Full-time: 7:30 am - 4:00 pm, Monday through Friday

PAY RANGE: Pay Grade 2, \$19.76 per hour
plus full WCHD Benefit Package

POSTING PERIOD: This notice is being posted 09-18-2023 for a period not less than seven (7) consecutive calendar days. **Deadline for resume submission is 4:00 pm Monday, September 25, 2023**

About Us:

The Environmental Health Division of the Health District handles the following programs: Household Sewage Systems, Private Water System, Food Safety Program, Public Swimming Pools, Rabies Prevention Program, Campground Program, Nuisance Complaint Program, School Environment Inspection Program, Plumbing Inspection, and more.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent plus minimum of one (1) year experience in secretarial/clerical field or any equivalent combination of education, training, and/or experience. Valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general office practices and procedures; proper phone etiquette skills; general bookkeeping skills. Knowledge of MS Word and Excel software; ability to learn agency software. Ability to operate various office equipment including scanner.

JOB RESPONSIBILITIES:

Performs administrative tasks for environmental health division of local health department: greets and directs public; answers phone inquiries and directs calls; types letters and general office correspondence; performs proper record keeping of in-house files by filing or scanning of records.

TO MAKE APPLICATION:

Please send resume to Tammy Cranmer, Warren County Health District, 416 So. East Street, Lebanon, OH 45036 or e-mail resume to tcranmer@wchd.com.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN
AND BACKGROUND CHECK (BCI).

E.O.E.

Tel: 513-695-1220 Fax: 513-695-2941
warrenchd.com