



# WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, REHS, MPH  
HEALTH COMMISSIONER

Clint Koenig MD, MSPH  
MEDICAL DIRECTOR

## EMPLOYMENT OPPORTUNITY

Posted 10/23/2024

- 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 10/23/24 for a period not less than seven (7) consecutive calendar days. **Deadline for resume submission is 4:00 pm Friday November 1, 2024**

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, Vital Statistics 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.

### **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@wcchd.com](mailto:tcranmer@wcchd.com).

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

**E.O.E.**

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warrenchd.com