



Franklin County Public Health
280 East Broad Street
Columbus, Ohio 43215-4562
(614) 525-3160
www.myfcph.org

Job Posting

Why Work Here? Be Valued!

As a public service agency, we know our greatest assets are the people behind the service. We recognize the value of our employees through competitive pay and an amazing benefit package for staff and their family. Franklin County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.

The FCPH value statement says it all: **We serve our communities, our organization, and each other with Integrity, Accountability, Excellence, Humility and Respect.**

Franklin County Public Health provides:

- Schedules to support a work/life balance.
- Robust benefits including medical, dental, vision, an employee assistance program and a flexible spending account.
- Life insurance, short and long term disability options are also offered.
- Vacation time, personal time, sick time, and paid holidays.
- And much more!

NOW HIRING: Administrative Assistant I (Community Environmental Health)

Performs administrative duties and provides clerical support to the Environmental Health Programs such as Solid & Infectious Waste, Body Art, Schools, Healthy Homes, Public Health Nuisances, Tobacco, and Recreation Vehicle Parks.

Duties Include:

- Excellent customer service through phone calls and in-person to the public and other government agencies
- Create letters, notices of violations, and other correspondence; coordinate mass mailings
- Process mail; Receive and receipt payments from customers
- Enter data and maintain databases, create reports
- Assist in completing public records requests, collecting grant data
- Assist in development and distribution of program reports
- Provide support as directed to other environmental health programs or projects
- Cover the receptionist position when necessary
- Other related duties as assigned

Requirements:

- Completion of a high school diploma or equivalent
- Technical proficiency with Microsoft Office Suite
- Strong organizational skills with an attention to detail and accuracy, customer service skills with the ability to learn new information quickly

Salary: \$15.00/ hour to \$17.04/hour. This is a non-exempt position.

Interested applicants should send:

1. Resume
2. Cover letter
3. FCPH application (located: <http://www.myfcph.org/careers>)

TO: fcphjobs@franklincountyohio.gov with subject - Administrative Assistant (Community Environmental Health)

OR: Franklin County Public Health
Attn: Human Resources (Community Environmental Health)
280 East Broad Street
Columbus, Ohio 43215-4562

Deadline for Applying: Internal deadline (December 28), **External deadline** (Open until filled)

No phone calls please.

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