



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

Job Posting-Grant Funded

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, Respect and Humility.**

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 (Grant-funded position)

Under the direction of Health Systems and Planning Care Coordination and Addiction Services supervisor or designee, the Administrative Assistant I is responsible for performing administrative duties and providing clerical support to Care Coordination and Addiction Services programs as assigned.

This position focuses on providing excellent customer service to internal and external customers in accordance with the mission, core values, and purposes of Franklin County Public Health.

Duties Include:

- This role provides administrative and clerical support including mailing, scanning, faxing and copying; opening, sorting and distributing incoming correspondence, and create standardized letters, notices and mass mailings.
- This position interacts with the public in person, by phone and by email; they will respond to questions and requests for information or public records, answer incoming calls and assume receptionist duties when needed.
- This position will maintain designated electronic and hard copy filing systems including data entry, file creation, appointment scheduling, etc. Performs administrative tasks with entry, coordination, and disbursement of all data. Assists in development and distribution of program reports and data.
- Maintains office supplies for program and other duties as assigned.

Requirements:

- Completion of a high school diploma or equivalent required
- Technical proficiency with Microsoft Office Suite required
- Strong organizational skills with an attention to detail and accuracy, customer service skills with the ability to learn new information quickly
- Experience in a medical setting or public health setting strongly preferred

Hiring Wage Range: \$15.00/hour - \$15.78/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"

OR: Franklin County Public Health
Attn: Human Resources "Administrative Assistant"
280 East Broad Street
Columbus, Ohio 43215-4562

Deadline for Applying: Internal applicants (11/29/2019); External applicants (12/04/2019)

No phone calls please. Franklin County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce. Learn more at www.MyFCPH.org.

The budget for this position has been approved by the Board of Health; hiring is contingent on Board approval and grant funding.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position.