



**CARROLL COUNTY
GENERAL HEALTH DISTRICT**
Healthy People — Safe Communities

Administrative Assistant Position Posting

Position Title: Secretary

Reports To: Amy Campbell, Office Administrator

Position Status: Part-Time, Non-Exempt (20-25 hours per week)

Pay Grade Range: Based on Experience

Essential Duties (including, but not limited to):

Clerical Duties:

- Answer telephone calls for the Carroll County General Health District (CCGHD). Take detailed messages, answer questions if applicable, and transfer phone calls to the appropriate staff member.
- Schedule appointments for the Environmental and Nursing Division services and clients.
- Assist the Administrative Assistant to Environmental Health with filing, data entry, and providing appropriate paperwork as required to the customers.
- Assist the Administrative Assistant to Nursing with paperwork and registering clients for service delivery and appointments.
- Assist the Office Administrator with fiscal duties, filing, daily department operational duties as needed.
- Provide back-up assistance for Epidemiology investigation and outbreak management.

Vital Statistics:

- Administers birth and death certificates; maintains logs of certificates; issues burial and cremation permits; identifies and corrects errors on printed certificates, monitors IPHIS (electronic software) for pending permits.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Carroll County General Health District (CCGHD).

Minimum Qualifications:

- Secondary education or equivalent (high school diploma, GED, vocational school) required; two (2) or more years of related experience and/or training in an office environment preferred.
- The successful candidate will need to be highly detail oriented, organized, and dependable with demonstrated proficiency in computer, communication, and multi-tasking skills.
- Valid Ohio Driver's License, proof of insurance, and access to reliable transportation required.
- Non-Tobacco user.

Please forward your letter of interest and resume to Amy Campbell- acampbell@carroll-lhd.org, Office Administrator.

Carroll County General Health District is an Equal Opportunity Employer and Equal Opportunity Provider.