



Public Health
Prevent. Promote. Protect.
Perry County
Health Department

Perry County Health Department

409 Lincoln Park Dr. P.O. Box 230

New Lexington, Ohio 43764

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Part-Time Administrative Assistant Job Opening

The Perry County Health Department has an exciting opportunity for a part-time Administrative Assistant, working between 20 to 25 hours per week. The Administrative Assistant will provide front desk coverage for the Health Department and perform general reception and clerical duties. The Administrative Assistant will also perform vital statistic duties, which include printing birth and death certificates for customers. All Health Department employees are expected to participate in the event of any public health emergency. Starting salary for this position is \$12.18 per hour.

Minimum Qualifications for the Administrative Assistant position: Applicants must have a valid Ohio Driver's License, with ongoing proof of auto insurance also required. Candidates should possess a demonstrated ability to successfully work with a team, build relationships, organize and manage multiple tasks, and be customer service oriented. Excellent verbal and written communication skills are essential. Candidates should possess at minimum a high school diploma, with preference to an Associate's Degree in business, communications, or related field. Additionally, applicants must be able to communicate in writing and orally with linguistic and cultural proficiency and deliver socially, culturally, and linguistically appropriate customer service.

The Perry County Health Department is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Applicants that desire to provide ethical, innovative, and accountable services to the residents of Perry County should send an application, resume, cover letter, and references to Carrie Williams, Perry County Health Department, 409 Lincoln Park Drive, P.O. Box 230, New Lexington, Ohio 43764. Materials must be postmarked no later than March 6, 2020.

MISSION

To improve Public Health in Perry County by preventing disease, promoting health and safety, and protecting our environment.

VISION

A motivated community uniting for health and prosperity where we live, work, and play.

VALUES

Willingness, Excellence, Collaboration, Accountability, Respect, and Education