

JOB POSTING

SECRETARY

FULL TIME

THIS IS A BARGAINING UNIT POSITION

Summary of Duties:

See attached job description.

Minimum Qualifications:

See attached job description.

Rate of Pay:

Starting hourly rate for this job description is \$13.59 per hour.

Hours per Week:

37.5 hours per week

Applications can be mailed or hand delivered to Human Resources between 9:00 am and 4:00 pm at the address listed below:

Mahoning County District Board of Health
50 Westchester Drive, Suite 105
Youngstown, Ohio 44515

Posting period: June 4, 2019 to position is filled

MAHONING COUNTY DISTRICT BOARD OF HEALTH

POSITION DESCRIPTION: SECRETARY

**POSITION DESCRIPTION
APPROVED:**

RESPONSIBLE TO: Assigned division manager

JOB SUMMARY: This position is responsible for a multitude of duties within assigned areas of the health department. It includes a combination of general clerical duties including, but not limited to: general word processing and typing, answering telephones and scheduling appointments, receiving over the counter fees from customers and issuance of receipt and related documents, working at clinics, opening and distribution of mail, taking minutes of various meetings, input of data into EDP system, and maintaining accurate and orderly files.

ESSENTIAL FUNCTIONS:

1. Carry forth the vision and mission of the Mahoning County District Board of Health supporting the quality management principles, and work toward the agency and program goals.
2. Consistently maintain a customer service and customer education posture when interacting with internal and external customers of the Board of Health.
3. Answer telephones and schedule appointments or direct incoming calls to appropriate parties.
4. Receive over the counter fees from customers and issuance of receipt and related documents.
5. Input data into EDP system.
6. Typing and general word processing.
7. Open and distribute agency mail.
8. Record minutes of various meetings, if necessary, including Board of Health monthly and special meetings.
9. Serve on relevant local community and interagency committees. E.g., participates with management and staff for Continuous Quality Improvement (CQI), Strategic Planning, and Public Health Accreditation Board (PHAB) committees.
10. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school degree with basic word processing and data entry knowledge. Excellent communication skills and ability to work independently. Must have transportation with liability coverage available to travel to clinics and seminars.

POSITION CORE COMPETENCIES: TIER 1

Analytic/Assessment Skills
Policy Development/Program Planning Skills
Communication Skills
Cultural Competency Skills
Community Dimensions of Practice Skills
Financial Planning and Management Skills
Leadership and Systems Thinking Skills

*Core Competencies for Public Health Professionals, Council on Linkages Between Academia and Practice.

http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf