



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

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 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, Environmental Health (Water Quality)

Performs administrative duties and provides clerical support to the Environmental Health, Water Quality Program.

Duties Include:

- Excellent customer service through phone calls and in-person to the public and other government agencies,
- Coordinate water quality permits and building plans,
- Process mail; receipt cash, checks, permits, and plans,
- Enter data and maintain databases, create reports,
- Create letters, notices of violations, and other correspondence; coordinate mass mailings,
- Assist in completing public records requests,
- Assist with management of grants,
- Assist in development and distribution of program reports and data,
- 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 secondary education; at least two years' experience and technical proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and databases.
- This position requires strong written and verbal communication skills; must be detail oriented and have the ability to work independently.

Salary: \$14.32/ hour to \$17.90/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 deadline (July 27, 2018), **External deadline (Open until filled)**

No phone calls please.

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- PLEASE POST-