



Looking for Work  
That Matters?

**We're Hiring!**  
Join Our Team.

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We are Accepting Applications for the Following Position:  
**Hourly Customer Service Representative 2 (#10585)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 4/18/2024**

**APPLICATION DEADLINE: 05/02/2024**

**LOCATION: T.O. Vinson Health Center**

**DIVISION/DEPARTMENT: Clinical Services**

**SALARY INFORMATION: \$16.00 Hourly / JCCP Code GSS081 / Pay Grade D**

**DUTIES:** Under direct supervision, works and communicates with the general public, internal customers and/or external customers to provide information and services targeted to meet customer expectations.

**MINIMUM QUALIFICATIONS:** High School diploma or GED AND Two years of general office or administrative experience.

**PREFERRED QUALIFICATIONS:** In addition to the minimum qualifications, preference will be given to applicants with front and back-office experience; proficient in Microsoft Office Suite. General knowledge of HIV/AIDS/PrEP and able to discuss in small groups. Prior community engagement with individuals in the LGBTQIA spectrum.

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](http://Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES (governmentjobs.com)) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**