



Looking for Work
That Matters?

We're Hiring!
Join Our Team.

We are Accepting Applications for the Following Position:
Hourly Vital Records Customer Service Representative (10346)

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.

POSTING DATE: 07/26/2024

APPLICATION DEADLINE: 08/09/2024

LOCATION: Richardson Health Center and other Dekalb County Health Centers

DIVISION/DEPARTMENT: Administration/ Office of Vital Records

SALARY INFORMATION: \$15.00 Hourly / Pay Grade TPW / Job Code T6001

DUTIES: Under direct supervision, works and communicates with the 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 Six months of experience handling customer's questions, complaints and/or providing information.

PREFERRED QUALIFICATIONS: Must be flexible. Must be able to commute from one health center to another when needed and work rotating schedule as needed. Must pass driving record check. Bi-lingual (Spanish) preferred.

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 [jannise.gray1@dph.ga.gov](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: <a href=).

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.