



Looking for Work
That Matters?

We're Hiring!
Join Our Team.

We are Accepting Applications for the Following Position:
Administrative Assistant 2 (10133)

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: 01/08/2025

APPLICATION DEADLINE: 01/22/2025

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: Richardson Health Center

DIVISION/DEPARTMENT: Administration

SALARY INFORMATION: \$35,692.00 Annually / Pay Grade G / Job Code GST051

DUTIES: Under general supervision, supports the Administration Division, which includes the Administration Division, (Administration, Office of Vital Records, and Warehouse Operations, and Finance Departments, by performing a wide range of office administration duties for assigned functions or program areas, (purchasing, records management, research, and analysis) duties may be complex in nature and may involve access to confidential information. May research, investigate, and/or resolve program data or issues. Drafts documentation, reports, or presentations. Represents program or unit, provides information and assistance to internal and external customers. Serves as the Purchasing and the Records Management Coordinator for the Division and departments, including ensuring documents are filed or scanned. Serves as a back-up for the Office of Vital Records, as needed.

MINIMUM QUALIFICATIONS: High school diploma/GED and three (3) years of job-related experience
OR

One (1) year of experience required at the lower-level Admin Assistant 1 (GST050) or position equivalent.

PREFERRED QUALIFICATIONS: Prefers experience in performing administrative duties and responsibilities for a division and/or multiple departments within an organization. Prefers experience in the use of Microsoft Word, Excel, PowerPoint, and other software applications, including purchasing and financial software. Prefers experience in records management. Prefer 1 year experience serving as an Administrative Assistant for one or more departments in an agency.

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 \(governmentjobs.com\)](#) *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.*

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.