



Program Assistant
Division of Public Health
Environmental health Program

Job Description

Join the team that's changing the face of Public Health

The Georgia Department of Community Health, [Division of Public Health](#) is seeking candidates for a **Program Assistant** within the Environmental Health Program.

Under general supervision, the incumbent will perform a variety of clerical duties in support of a program, administrative, or technical operation requiring significant knowledge of program operations, policies, and procedures. May act as the coordinator of a program operation or process. Other duties may include:

- Serves as a liaison between the program/administrative/technical operation and clients; determines the nature of client's business and provides appropriate information and assistance.
- Conducts comprehensive clerical research using a variety of resources to generate reports and respond to requests.
- Enters data from forms, records, and/or reports using a computer or terminal. Codes information as appropriate. Prepares memos, correspondence, forms, and other documents.
- Collects money; maintains applicable financial records.
- Retrieves, screens, opens, and distributes incoming mail. Prepares for delivery and sends outgoing documents and other materials.
- Maintains filing and record-keeping systems.
- Copies and distributes documents and other materials.
- Monitors use and maintains supplies for program/operational unit. May purchase materials from outside vendors.
- Performs a variety of secretarial duties for program or operation staff such as scheduling appointments, making travel arrangements, recording meeting minutes, etc.
- Coordinates one or more program operations or processes in support of the overall operation the organization.
- Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.
- Attends seminars, conferences, job-related training, and other staff development training programs. Serves on committees and task forces as required.

Qualifications

High school diploma or GED and one year of related experience OR One year of vocational/ technical school or college education OR One year at the lower level or at an equivalent position

Preference will be give to applicants who, in addition to meeting the above requirements, possess knowledge/experience in one or more of the following:

The ideal Candidate for this position will possess the following:

- Experience and/or education in the specific program area of the position
- Experience and/or documented training of hardware and/or software related to the position, specifically Microsoft™ Word and Excel
- Experience in data entry on an internet accessed databases system

- Experience with purchasing and travel payment documentation
- Experience with property/inventory tracking

Benefits

In addition to a competitive salary (\$20,039.02 – 27,550.32), we offer a generous benefits package that includes a flexible schedule, training opportunities, employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

Note: Current state employees are subject to the statewide salary plan administration practices. This position is a pay grade 16 on the statewide salary plan.

Area Information

This position is located in metro [Atlanta](#).

From a virtually uninhabited railroad terminus in 1837 to a sprawling metropolis of over four million people today, metro Atlanta has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you will find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

Applying for this job

Please email your cover letter and resume in Microsoft Word format to: ph1@dhrijobs.com

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject: **Program Assistant – Environment Health**

The candidate selected for this position may be subject to pre-employment drug screening, a criminal background check, and reference check.

The Georgia Department of Community Health provides services to ensure the health and welfare of Georgians. As an employee of DCH, in the event of an identified emergency, you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the Department.

About us:

The Georgia Department of Community Health (DCH) is dedicated to improving health and access to care for all Georgians. Our mission is to provide affordable, quality health care in our communities by responsible health planning and use of health care resources to promote healthy behaviors and improved health outcomes for Georgians.

<http://www.dch.georgia.gov>

DCH is an Equal Opportunity Employer