



## ***JOB ANNOUNCEMENT***

***Ryan White Admin Support 2***

**PS: Admin Support 2 – GSS081**

Clayton County Health District 3-3

Clayton County, GA

**Minimum Hire in Salary:** \$29,781.36

### **Job Summary**

Clayton County Board of Health seeks to hire a qualified applicant for the position of Administrative Support 2 in our Ryan White department. Under general supervision, performs a variety of responsible, confidential duties, and routine administrative functions in support of a program requiring significant knowledge of program operations, policies, and procedures.

### **Job Duties & Responsibilities:**

Essential Duties and Responsibilities include the following and other duties may be assigned: Utilize a computer to conduct verification of private and/or state funded insurance information. Organize and maintain a variety of records, files, or correspondences of both a routine and confidential nature. Interprets routine administrative decisions and the reasonable ability to carry out very detailed written and/or oral instructions. Ability to utilize critical thinking processes in standardized situations. Retrieves faxes and disseminate information appropriately within a timely manner. Assist with the retrieval and posting of lab values.

### **Minimum Qualifications:**

High school diploma or GED AND two years of general office or administrative experience.

### **Preferred Qualifications:**

Preference will be given to applicants who in addition to meeting the Minimum Qualifications possess the following:

- One year of experience in Public Health or health care field
- Customer Service Experience
- Computer skills including Microsoft Office and basic data entry

### **Benefits for Full Time Eligible Employees**

- 13 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)
- Southern Federal Credit Union
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance

**For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>**  
**Additional Perks**

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

*To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>*

**Deadline for Applications: (Position Open Until Filled)**

**Send State of GA Application to: Clayton County Health District  
Human Resources  
1117 Battlecreek Road  
Jonesboro, GA 30236**

*Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.*

**\*CCHD is an Equal Opportunity Employer\***

The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.

**Applicants chosen for employment will be subject to the following**

**Criminal Background Check/Fingerprinting**

**Pre-employment Drug Screening**

**Reference Checks & Immunizations Required**