



# WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, R.S., M.P.H.  
HEALTH COMMISSIONER

Clint Koenig, MD, MSPH  
MEDICAL DIRECTOR

## EMPLOYMENT OPPORTUNITY

Posted 02/03/2025

**POSITION:** Administrative Assistant 1

**AGENCY:** Warren County Health District

**DEPARTMENT:** Nursing Division / Mobile Health Clinic

**LOCATION:** 416 South East Street, Lebanon, Ohio 45036

**HOURS:** Full Time, 37.5 hours per week  
7:30 am - 4:00 pm Monday through Friday, occasional evenings

**PAY RANGE:** Pay Grade 2, \$19.76 per hour + Full WCHD Benefit Package

**POSTING PERIOD:** This notice is being posted 02/03/2025 for a period of time not less than seven (7) consecutive calendar days.

### **MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent plus minimum of one (1) year experience in secretarial/clerical field or any equivalent combination of education, training, and/or experience. Experience as Community Health Worker or Public Health experience preferred. Valid driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of general office practices and procedures; proper phone etiquette skills; general bookkeeping skills. Knowledge of MS Word and Excel software; ability to learn agency software. Ability to operate various office equipment including scanner. Knowledge and experience with electronic medical records (EMR) helpful. Experience driving a small RV or small bus is helpful. CDL license is not a requirement for this vehicle.

### **JOB RESPONSIBILITIES:**

Perform secretarial tasks for nursing division of local health department, mainly for the WCHD Mobile Health unit. Serves as primary driver of WCHD Mobile Health unit to various locations throughout Warren County. Maintains maintenance schedule/appointments for mobile unit; keeps the unit stocked of all supplies. Greets public; answers phone inquiries and directs calls; type letters and general office correspondence; performs proper record keeping of in-house files by filing or scanning of records.

### **TO MAKE APPLICATION:**

Please send resume to Tammy Cranmer, Warren County Health District, 416 So. East Street, Lebanon, OH 45036 or e-mail resume to [tcranmer@wcchd.com](mailto:tcranmer@wcchd.com).

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN  
AND BACKGROUND CHECK (BCI).

**E.O.E.**

Tel: 513-695-1228 Fax: 513-695-2402  
warrenchd.com

Updated 1/24/2017 DWR