



WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, REHS, MPH
HEALTH COMMISSIONER

EMPLOYMENT OPPORTUNITY

Posted 07.01.25

POSITION: Administrative Assistant 1 / Mobile Health Clinic Driver

AGENCY: Warren County Health District

DEPARTMENT: Nursing Division

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 07/01/2025 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.

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

E.O.E.

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warrencohealthoh.gov