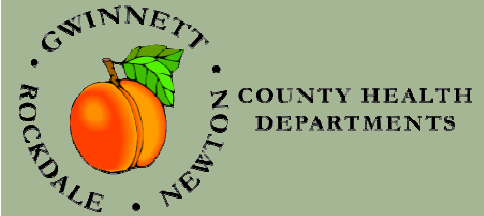


Admin Support 2 (WIC)

(unclassified position)



Job Announcement

General Nature of Duties: Under general supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the general supervision of a clerical or administrative supervisor.

POSTED: February 13, 2017

DEADLINE: February 27, 2017

LOCATION: Buford Health Center

SALARY: \$22,078

PAY GRADE: D

POSITION #: 00171390

Minimum Training and Experience: High school diploma or GED AND Two years of general office or administrative experience.

Preferred Qualifications: Experience and/or knowledge of programs offered by Public Health – WIC experience. Experience working in a clinic office setting. Two years' experience using computer information technology such as Microsoft office. Ability to speak Spanish and English preferred but not required.

Type of Recruitment: This announcement is open to all qualified applicants.

Send a **completed** application* to: **Kimberly Pickens - HR**
Gwinnett, Newton & Rockdale
County Health Departments
PO BOX 897
Lawrenceville, GA 30046
Fax # 770-277-2089
Kimberly.Pickens@gnrhealth.com

*We do not accept resumes without a State of Georgia Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. **Applications may be downloaded at www.GNRHealth.com.**

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF THE DEADLINE. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. NO NOTIFICATION WILL BE SENT EXCEPT TO THOSE APPLICANTS SELECTED FOR INTERVIEWS.

An Equal Opportunity Employer
Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.
Applicants selected for employment will be subject to the following:

- Pre-employment Drug & Medical Screening
- Fingerprint Criminal Record Investigation
- Reference Checks