



Franklin County Public Health  
280 East Broad Street  
Columbus, Ohio 43215-4562  
(614) 525-3160  
www.myfcph.org

## Job Posting

### Executive Assistant, Division of Prevention and Wellness

The Executive Assistant, Division of Prevention and Wellness performs administrative and clerical duties for Director of Prevention and Wellness or designee, including using multiline phone for incoming/outgoing calls, processing mail, maintaining calendar, scheduling immunization clinic appointments, filing documentation, creating Electronic Health Records, other general clerical tasks.

#### Duties include:

- Maintain patient record confidentiality and privacy under HIPAA.
- Point of contact for colleges and universities for student clinical experiences including correspondence, scheduling, preparing materials.
- Serves as the agency coordinator for Medicaid Administrative Claiming (MAC).
- Takes meeting minutes, transcribes and distributes as needed.
- Performs basic processing of bills and pay-in reports for the division.
- Inventory and order supplies and other needed materials.
- Tracks and reconciles purchases for budgeting support.
- All other duties as assigned.

#### Requirements:

Completion of Associate's degree in business administration, or related field, or equivalent required. Basic knowledge of medical terminology required. Minimum of two years of experience in a medical office setting preferred. Technical proficiency needed with electronic medical records, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and public health databases. Must possess a valid driver's license, and be insurable through FCPH's provider.

**Salary Range:** \$17.85/hour - \$22.31/hour (non-exempt position)

#### Interested applicants should send:

1. Resume,
2. Cover letter
3. FCPH application (located: <http://www.myfcph.org/careers>)

TO: [fcphjobs@franklincountyohio.gov](mailto:fcphjobs@franklincountyohio.gov) with subject "Executive Assistant P&W"

OR: Franklin County Public Health

*Attn: Human Resources (Executive Assistant P&W)*  
280 East Broad Street  
Columbus, Ohio 43215-4562

**Deadline for Applying:** Internal applicants (June 21, 2017); External applicants (July 2, 2017)

#### No phone calls please.

Franklin County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce. - **PLEASE POST-**