

**DUPAGE COUNTY HEALTH DEPARTMENT**  
**Employment Opportunity**  
**Posted from: February 8, 2010**

*Applications accepted until position is filled.*

<b>Job Title:</b>	Division Assistant II	<b>Job Code:</b>	1162
<b>Department:</b>	Community Health Services, Wheaton		
<b>Schedule:</b>	Full-time, 37.3 hours/week		
<b>Grade:</b>	110	<b>Salary Range:</b>	\$31,190 - \$35,000 annually
<b>Contact:</b>	Human Resources Alex Farooq	<b>Phone:</b>	(630) 682-7979, extension 7555
		<b>Fax:</b>	(630) 221-7811

**Responsibilities include:**

- Prepares work schedule for clerical/administrative employees and assures coverage of functions such as reception, clinic support, data entry, mail preparation and typing
- Interviews, hires and trains assigned staff
- Identifies and resolves employee relations and performance issues
- Provides appropriate leadership and direction and promotes positive morale, creativity and teamwork
- Evaluates employee performance and sets clear goals and expectations
- Answers complex inquiries regarding policies or procedures by providing information requiring interpretations and familiarity with departmental policy and operations
- Assists the department director with maintaining files, paperwork and other records of a confidential nature
- Maintains logs and files related to budgets, accounts payable, purchasing and/or payroll
- Collects, compiles, photocopies, assembles and distributes materials for meetings, bid applications and/or other informational packets using identified sources
- Prepares correspondence, reports, charts and tables by gathering, compiling and typing data following established procedures or format
- Locates and attaches appropriate file/documents to correspondence to be answered by supervisor or other staff
- Screens calls and visitors and maintains schedule for department director
- Participates in emergency response activities as assigned.

**Requirements include:**

Five years of skilled secretarial experience which included a high volume of public contact and one year of supervisory experience plus the ability to pass a typing test with a net speed of 40WPM; or an equivalent combination of training and experience.

**Interested applicants should submit a resume and completed application to:**  
**DuPage County Health Department**  
**Attn: Human Resources Office**  
[hr@dupagehealth.org](mailto:hr@dupagehealth.org)

The DuPage County Health Department is an Equal Opportunity Employer.