

Massillon Civil Service Commission

NOTICE OF EXAMINATION

The Massillon Civil Service Commission is now hiring for the position of **Administrative Assistant with the Massillon Health Department**. This is a **part-time position, up to 29 hours per week**.

To sit for the written examination, you must meet the qualifications of the position.

DATE: Wednesday February 16, 2022

LOCATION: Massillon Recreation Center -Massillon, OH

Exam Time: 6:00 PM

TO APPLY

**** Once you apply to the position using the above link, you will receive more information via email*

<https://www.indeed.com/job/administrative-assistant-part-time-659d3c614ba81fdf>

BONUS INFORMATION

BONUS CREDIT – DOCUMENTATION & STANDARDS

Military: An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214-Long Version) as proof of honorable military service and discharge to receive credit.*

Bachelor Degree: An additional credit of fifteen percent (15%) for those that hold a Bachelor Degree in like field

Associate Degree: An additional credit of ten percent (10%) for those that hold an Associates Degree in like field

Additional Examinations: Applicants who pass the written examination become eligible for an oral interview. Candidates receiving a conditional offer of employment will be required to pass a drug screen and background check.

REASONABLE ACCOMMODATION

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission's inability to accommodate any disability.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.

Basic Qualifications

- Valid Ohio Driver's License (Required)
- Reliable Transportation with proof of valid vehicle insurance (Required)
- High School Diploma or Equivalent
- Proficient in Microsoft Applications
- Ability to communicate with coworkers and community members effectively in written and oral form

Preferred Qualifications

- Bachelor's Degree
- Public Health or Health Educator Experience

Essential Job Functions and Responsibilities

- Grant management including researching new grant/funding opportunities, collecting and analyzing data for the HD Community Health Assessment, developing and managing program budgets, meeting grant deliverables
- Identify specific policies, programs or issues in the community where disparities are evident, prioritize issues and lead in an action plan to address those disparities.
- Collaborate with community partners to improve health outcomes in the Massillon City community through participation in committees, task forces, coalitions, focus groups, etc.
- Plan, implement, evaluate, and promote current and new health promotion programs and activities

- Assist with continuous quality improvement, performance management, and implementation of MCHD Strategic Plan and Health Improvement Plan

By order of the Massillon Civil Service Commission