



## Public Health Secretary – COVID-19 Response Team

The DeKalb County Health Department is seeking a full-time (37.5 hours per week) Public Health Secretary. The Public Health Secretary – COVID-19 Response Team functions as a member of the Communicable Disease Team under the direction of the Communicable Disease (CD) Program Coordinator. This position is funded through May 31, 2021 with the possibility of a 1-year extension through the IDPH COVID-19 Contact Tracing Grant.

### Responsibilities

- Performs secretarial duties to assist with COVID-19 disease investigation and contact tracing.
- Under the direction of the COVID-19 clinical team, schedules testing, answers and direct calls and completes follow-up activities as required.
- Conducts data entry into various platforms.
- Organizes and files records.
- Assists COVID-19 Contact Tracing Team with other duties as assigned.

### Requirements

- High school diploma or equivalency required.
- Two years secretarial (or related) experience required.
- Requires excellent verbal and written bilingual (English/Spanish) communication skills.
- Ability to establish and maintain positive relationships with the public and employees.
- Intermediate word processing, spreadsheet and database skills.
- Ability to demonstrate proficiency in work-related tasks upon completion of formal and informal training.
- May require some evening and weekend hours.

### Benefits Package

- Salary range of \$13.98 to \$14.68 per hour
- Blue Cross Blue Shield of Illinois Health and Dental Insurance (Employee Contribution Required) or Buyout Option
- Term Life Insurance
- Illinois Municipal Retirement Fund Pension (Employee Contribution Required)
- Annual Paid Time Off - starting at 10 vacation days, 12 sick days, 13.5 holidays
- This is an AFSCME Bargaining Unit position

### How to Apply

- Employment application can be accessed at: <https://dekalbcounty.org/job-opportunities/>
- Resume, cover letter and completed application can be emailed to [DCHDeployment@dekalbcounty.org](mailto:DCHDeployment@dekalbcounty.org)