November 24, 2015
ADMINISTRATIVE SPECIALIST II

Three Rivers District Health Department and Home Health Agency is accepting applications for a full-time Administrative Specialist II.

General Duties: This position serves under the direction of the Administrative Services Manager. All candidates should possess excellent oral and written communication skills and the ability to maintain confidentiality. Responsibilities for this position include a variety of human resource related activities that include, but are not limited to:

- Payroll and compliance reporting
- Employee benefits
- Record keeping
- Hiring and recruiting activities
- Personnel actions
- Employment contracts
- Policy

Minimum Education, Training or Experience: Bachelor’s degree in Business Administration, Public Administration, Public Health, Accounting, Human Resource Management, Computer Science or related degree and two (2) years in administrative activities such as fiscal and budgeting activities, personnel and planning, or closely related activities.

OR

High School Diploma or GED and seven (7) years of experience in personnel activities, fiscal and budgeting activities, office management, or closely related activities.

Substitution for Education, Training or Experience: Education in the field will substitute for the experience on a year for year basis not to exceed five (5) years.

Starting Salary: $14.78/hour (Grade 18) with excellent fringe benefits. A higher hourly rate may be offered based on additional experience and/or education.

Applications may be obtained at Three Rivers District Health Department, 510 South Main Street, Owenton, KY 40359; at any of our local health centers; or on our website at http://www.trdhd.com. Resume will not substitute for completed application.

The signed, completed application and any college transcripts must be returned by close of business on Monday, December 7th, 2015 to the address above. For further information, call Candice Selph at (502) 484-3412.

Equal Opportunity Employer
Criminal background check required.