



## **Contractor Hire OSS Specialist – Stafford Health Department**

**Position Description** – This position will be a hired contracted position with the Virginia Department of Health, supporting the needs of the Rappahannock Area Health District, specifically the Office Support Staff for the Stafford County Local Health Department. The Job description is as follows:

“Utilizing established policies and procedures, provides program and office support to a work unit including general office and administrative support.

Characteristic duties may include routine office and administrative responsibilities, scheduling meetings, data entry, routine transactions, preparing correspondence, maintaining records, ordering supplies, and answering questions regarding program services offered.

The incumbent typically serves as the first point of contact for a program or work unit and directs inquiries to the appropriate office, division, or resource, and explains established procedures and practices. May be responsible for maintaining timesheets and entering time/leave taken into timekeeping/payroll system for assigned program area.

### **Key areas new hires should be familiar with and scope of the role to be considered:**

- General knowledge of office principles and practices
- Working knowledge of word processing and spreadsheet software applications
- Ability to interpret and follow established procedures and guidelines
- Ability to communicate effectively with internal and external customers, verbally & in writing
- Considerable skill in the operation of standard office equipment”

**Potential Start Date:** 11/16/2023

**Potential End Date:** 04/01/2028 (55months)

**Pay Rate:** \$26.70 hourly

**Work Schedule:** Monday – Friday. Hours (From 8am to 430pm daily) = Totaling 40 hours per week

Please send resumes to: [michelle.kletzke@vdh.virginia.gov](mailto:michelle.kletzke@vdh.virginia.gov)

**Additional information:** This is a contract position. Candidates will be interviewed by Rappahannock Area Health District, and the selected candidate will be connected with a contracting agency for hiring. Benefits are available through the contracting agency.