



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Admin. Support 2

## Job Information

**Job Type:** Full-Time

**State Pay Grade:** D

**Program:** Medical Services Unit

**Location:** Muscogee County

**Posting Date:** 06/06/2018

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
1215 2<sup>nd</sup> Ave  
Columbus, Georgia 31901

**Fax:** (706) 317-5004

**Email:**  
[jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

Under general supervision, uses independent judgment and initiative to perform administrative and advanced clerical duties in support of an organizational unit or program area and/or in a specialized functional or activity area. Interprets, explains and applies pertinent laws, rules, regulations, policies, procedures, stands and guidelines. May serve as a primary contact and information source for assigned organizational unit, program area or specialized function/activity. May supervise support staff.

### Minimum Qualifications:

High school diploma or GED.

### Preferred Qualifications:

No preferred qualifications are available at this time.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Community Service Board does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**