

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

SEPTEMBER 24, 2026

ADMINISTRATIVE OFFICE ASSOCIATE/INTERPRETER [code:AOAPOP]

Join Our Mission: Make a Real Difference

Be a driving force in public health! Join NKY Health and contribute to our mission to improve the quality of life in the region. We are dedicated to preventing disease, promoting wellness, and protecting against health threats by inspiring collaboration, igniting partnerships, and improving outcomes.

The Population Health Division is currently seeking a compassionate and dedicated Administrative Office Associate/Interpreter who is **bilingual in both English and Spanish**.

The Impact of This Role

With an eye towards Continuous Quality Improvement (CQI), this position supports their assigned division, enabling professionals to provide direct public health services to protect the health and safety of the community and interprets information to and from English to and from a second language when needed while maintaining an appropriate level of confidentiality and a professional image. Initially, this position will primarily support the HIV/AIDS and the Oral Health programs.

We are looking for YOU!

Some Quick Facts About the Job

<u>Status:</u>	Full-Time (40 hours/wk), non-exempt (hourly) merit system position
<u>Classification:</u>	Administrative Office Associate/Interpreter
<u>Band:</u>	5
<u>Starting Pay Rate:</u>	\$22.25/Hour to \$26.80/Hour
<u>Reports To:</u>	Programs Manager
<u>Initial Location:</u>	District Office (currently in Florence, KY)
<u>Usual Schedule:</u>	Monday – Friday, 8:00 a.m. to 5:00 p.m.

What You Will Do

Essential functions of the job include, but are not limited to:

- Interprets to and from English to and from a second language.
- Provides support for assigned programs by preparing materials, assisting with meeting and event logistics, and performing administrative tasks.
- Drafts, edits, and formats a variety of types of correspondence, meeting minutes, reports, and forms on behalf of supervisor or others in division.
- Manages daily office duties as required. This could include monitoring inventory, ordering supplies, processing mail, and ensuring office equipment is ready for use.
- Serves as a primary point of contact greeting visitors, answering and screening inquiries, and directing the public to the appropriate location, service, or staff person.
- Enters data into systems or databases with accuracy and timeliness.
- Establishes and maintains filing system and/or database.
- Communicates on behalf of supervisor or others in division.
- Performs receptionist duties as assigned.

What Qualifications You Need

Minimum Qualifications (these are required):

Pre-Hire Education: One of the following:

- High school diploma.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Other: Must possess reliable transportation to travel to and from work.

Knowledge of:

- General business protocols, vocabulary, grammar, etiquette, and technology.
- Varying dialects of target language.
- Health department policies, procedures, technology, and equipment pertaining to assigned duties.

Skills and Abilities to:

- Interpret information from English to target language and from target language to English.
- Use modern office and computer software, technology and equipment.
- Manual processing of files and documents/materials storage and retrieval as needed.
- Draw sound conclusions.
- Work both independently and as part of a team.
- Maximize and appropriately use resources.
- Provide excellent customer service.
- Perform with a high degree of accuracy and attention to detail.
- Understand and follow written and oral instruction.
- Perform in an organized and efficient manner.
- Accurately convey information in a culturally competent manner.
- Translate work processes and/or regulations into clear, actionable, and verifiable steps.
- Anticipate and solve problems and challenges.
- Maintain professional working relationships.
- Prioritize, plan, and organize work activities.
- Maintain an appropriate level of confidentiality.
- Maintain accurate documentation.
- Contribute to a culture of quality.

How and When to Apply

We prefer that you apply for **this** position by **October 1, 2026** but we'll accept your application as long as the position is posted on Indeed or our website.

Please use ONLY one of the following methods to submit your application:

- Through Indeed (www.indeed.com)
- Through NKY Health's website (<https://nkyhealth.org/careers/>)
- By clicking [here](#) if viewing this as an electronic posting

Important Note: We are unable to consider paper, faxed, or emailed applications. To be considered, please use one of the approved online methods above.

- Please reference code AOAPOP on any attachments or correspondence.
- No phone calls please.
- Selection will be made by interview(s) and/or review of submitted documentation.
- Submitted documentation must indicate that you meet the minimum qualifications.
- A criminal background check will be required.

Another Important Note: We invite you to visit our website at www.nkyhealth.org to view other opportunities to join our team. Each position needs a separate application.

EEO/M/F/Vets/Disabled/LGBTQ+