



# Ashland County Health Department

## POSITION DESCRIPTION

<b>Company:</b>	Ashland County Health Department
<b>Title:</b>	Environmental Health Clerk
<b>Position Type:</b>	Full Time (35 hours/week)
<b>Salary Range:</b>	\$18.00/ hour
<b>Benefits:</b>	Major medical, OPERS retirement, vacation/ sick leave
<b>Work Hours:</b>	Normal operating hours are Weekdays, 8:00 am -4:00 pm Some flexibility in schedule is available
<b>Apply Via Email:</b>	Pat Donaldson, Director of Environmental Health pdonaldson@health-ashlandcounty-oh.gov, 419-282-4275 subject line: Environmental Health Clerk Applicant or Ashland County Health Department 1211 Claremont Avenue, Ashland, OH 44805
<b>Apply before:</b>	Open until filled.

### **Position Summary:**

The Environmental Health Clerk facilitates the operations of the Environmental Health Division by conducting a variety of secretarial and clerical tasks, greeting members of the public and clients, preparing reports and correspondence, and collecting and receipting money.

### **Job Responsibilities include, but are not limited to:**

- Answer telephone, greet and assist visitors and callers by directing them to the appropriate staff member or information resource, distribute forms, and answer general questions regarding environmental health procedures and subject matter.

- Organize, classify, scan, file, and maintain documents including physical and electronic filing systems.
- Manage and organize all license and registration renewals. Prepares mailings including applications, registration forms, renewal letters and processing all licenses and registration.
- Prepares quarterly reports to the Ohio Department of Health.
- Process applications and permits, and correspondence for sewage and water program, research sewage and water records.
- Receipt and process payments, maintain records of payments, review sort and reconcile daily receipts.
- Open, review, sort and process mail to ensure proper distribution and timely processing of requests, payments, application and complaints.
- Order and maintain office documents, reports and licenses.
- Work cooperatively with directors, supervisor, and sanitarian level employees.
- Other duties and responsibilities as assigned.

**Qualifications and Skills Required:**

- High School Diploma or G.E.D.
- Attention to detail, strong ability to communicate clearly with the public under sometimes stressful conditions, ability to multi-task.
- Knowledge and experience in modern office procedures, practices, equipment, and software.
- Knowledge and experience in the preparation and maintenance of office records and reports.
- Strong ability to complete tasks without supervisory oversight.
- Valid driver's license and reliable transportation.

**Working Conditions:** Office setting with occasional evening and weekend hours

**Background Check:** Final applicant must submit to a drug and alcohol test. Employment is contingent upon successful completion of a criminal records check.