

CHICKASAW COUNTY
JOB DESCRIPTION

Name:		Department:	Environmental Health
Title:	Part-time office assistant (20 hrs)	FLSA:	Non-Exempt
Date:	July 19, 2018	Reports To:	EH Director

PURPOSE OF POSITION

Under general direction of the Environmental Health Director, provides support to the Environmental Health office by organizing records, handling ingoing and outgoing information and providing customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Answer incoming calls for Environmental Health office
Greet and assist community members coming into the Environmental Health office
Assist community members seeking maps, permits or other related public records
Organize and maintain all filing systems
Process incoming customer requests for water tests and inspections
Process and distribute incoming mail and other material
Communicate verbally and in writing to answer inquiries and provide information
Prepare general correspondence, reports and mailings
Implement and maintain office systems, equipment and supplies
Promote awareness of Environmental Health program to county residents
Assist in the development and maintenance of marketing plans for radon, water safety, etc.
Assist in maintaining EH databases and State of Iowa septic and well records
Maintain social media presence for Environmental Health office
Assist in distributing water test results to property owners
Maintain financial records for program expenses, permits and grants
Assist with budget preparation and operating within budget
Maintain billing records, submits claims to County Auditor and revenue to treasurer

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Three (3) years of general office or secretarial experience with emphasis on record keeping/computer entry and related responsibilities comparable to that indicated above.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Essentially sedentary work involving the ability to operate a variety of standard office equipment including computer entry, fax, copy machine, and telephone skills; requires reaching (horizontal and vertical), bending to retrieve documents from files, occasional walking, standing and bending; requires clarity of vision to see and process paper documents. Coordinate eyes, hands and fingers rapidly and accurately in keyboard and related equipment operation.