



DARKE COUNTY GENERAL HEALTH DISTRICT

300 Garst Avenue, Greenville, Ohio 45331

Phone: 937-548-4196; Fax: 937-548-9654

www.darkecountyhealth.org

An Equal Opportunity Employer

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POSITION AVAILABLE

Position:	Environmental Secretary	Posting Date:	February 22, 2023
Dept./Div.:	Environmental Health	Reports To:	Environmental Director
Pay:	Hourly (Range)	Employment Status:	Full-time
Hours:	35-40 week (schedule varies)	Starting Salary:	Based Upon Experience

QUALIFICATIONS: High school diploma or equivalent with coursework in keyboarding and knowledge of office practices and procedures utilizing a PC and standard word processing software; and one (1) year experience in a secretarial field; or any equivalent combination of education, training, and/or experience. Excellent customer service skills are a must.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the District's insurance provider, and have proof of insurance on personal vehicle.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: Standard office equipment (e.g., computer, telephone, copier, fax machine, etc.)

Responsibilities include but are not limited to:

- Performs specialized clerical tasks for assigned Division greets and directs visitors; provides clients with applicable forms; collects routine data from clients; answers phones, takes messages, screens, and directs calls to appropriate individuals; screens and distributes mail; sets up, maintains, and verifies office records and/or files including inserting them into record software systems; copies, scans, collates, and distributes written material, etc.); prepares typed copy (e.g., correspondences, reports, charts, minutes of meetings, etc.) from rough draft, oral instructions and/or dictation, and proofs copy and makes corrections.
- Performs general administrative tasks (e.g., composes answers to correspondence; forwards requested materials such as pamphlets and/or explanation of services or activities; prepares typed copy from rough draft, oral instructions and/or dictation, such as correspondences, reports, minutes of meetings, and chart components; proofs copy and makes corrections); gathers statistics for office reports.
- Keeps accurate time and/or attendance records; maintains staff itineraries for Inspectors and Sanitarians for month-end reports; prepares travel expense reports. Writes up requests for water samples; fills out forms for animal bite investigations; writes up nuisance complaints; issues license, permits, and posts inspections; bills for additional fees; maintains records and registrations for installers; maintains records and monthly letters for programs.

OTHER DUTIES AND RESPONSIBILITIES:

- Sewage Operation & Maintenance payments and billings; calculates charges and adjustments; determines accuracy of services billed; collects fees, retains, and is responsible for money collected until balanced for agency deposit; prepares invoices.
- Participates in Health Department disaster preparedness activities; may be required to report for work outside normal working hours during an emergency.



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- Participates in Health Department disaster preparedness activities; may be required to report for work outside normal working hours during an emergency.
- May be required to work evenings/ weekends as assigned. This may include, but is not limited to activities such as investigations, festivals, public meetings and special events.
- Projects a positive and professional image to clients and the public.
- Follows all Darke County Combined Health District safety policies and procedures; maintains confidentiality requirements in accordance with personnel policy.
- Performs other duties as assigned or required by the Director of Environmental Health or Health Commissioner.
- Demonstrates excellent attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *safety practices and procedures; *agency policies and procedures; *agency goals and objectives; personnel administration; office practices and procedures; English grammar and spelling; records management.

Skill in: use of modern office equipment; transcription; typing.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; complete routine forms; maintain records according to established procedures; prepare routine correspondence; comprehend simple sentences with common vocabulary; understand a variety of written and/or verbal communications; communicate effectively; determine material and equipment needs; recognize safety warnings; develop and maintain effective working relationships; answer routine telephone inquiries.

Mail or email cover letter and resume to: Darke County General Health District
300 Garst Avenue
Greenville, Ohio 45331
ATTN: Jody Hocker

Or email: darkecohd@darkecountyhealth.org

Closing date to Apply: Until the position is filled

The Darke County General Health District is an Equal Opportunity Employer.

Date Approved: 02/22/2023