



Darke County General Health District

Jordan Francis, MPH, Health Commissioner

Contributing to a Stronger, Healthier Community

Environmental Secretary

Division: Environmental Health

Reports to: Environmental Health Director

Hours: Full Time

The Darke County Health Department is seeking a full-time Environmental Secretary.

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. 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.

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.

300 Garst Avenue Greenville, OH 45331

Telephone: 937-548-4196

Environmental Fax: 937-548-9654

Nursing Fax: 937-548-9128

Website: www.darkecountyhealth.org
Email: darkecohd@darkecountyhealth.org





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Excellent benefits and paid sick leave, vacation and holidays.

Full position description may be found on our website at www.darkecountyhealth.org

Please send resume and cover letter to darkecohd@darkecountyhealth.org or mail to Darke County Health Department, 300 Garst Avenue, Greenville, Ohio 45331, ATTN: Jody Hocker.

Closing Date to Apply: April 8, 2024.

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

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