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| **Job Title:** | ***Clerical Specialist*** | **Job Category:** | *Clerical* |
| **Department/Group:** | *Environmental Health* | **Pay Classification:** | *Non Exempt* |
| **Level/Salary Range:** | *$13.70-16.56* | **Position Reports to:** | *Director of Environmental Health* |
| **Civil Service Classification:** | *Classified* | **Position Type:** | *Full time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision the Clerical Specialist performs various administrative support duties for the Environmental Health department.

**Experience and Education Requirements**

Must have a high school diploma or equivalent. Minimum of one (1) to three (3) years of experience in an administrative capacity or the equivalent in education and work experience. Must have a good working knowledge of Microsoft Office products such as Word, Excel, PowerPoint, etc.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Core Competencies and Essential Duties**

**Public Health Sciences**

1. Establish, maintain, code, modify, track, and/or retrieve information and compile data that may require information, searches through files, contracts, records, computer files, including spreadsheets and/or customized database applications
2. Interview internal and external customers to establish program-specific documentation and/or identify services needed.

**Community Dimensions of Practice**

1. Under general supervision, prepares public health documents and reports
2. Supports relationships that improve community health

**Leadership and Systems Thinking**

1. Adheres to occupational safety and health administration standards relevant to job duties
2. Incorporates ethical standards of public health practices
3. Contributes to the development of a vision for a healthy community
4. Participates in professional development opportunities
5. Describes ways to improve individual and program performance

**Policy Development and Program Planning**

1. Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information
2. Collaborates in the development of and provides clerical/technical and administrative support to departmental quality improvement, performance management, and evaluation activities.
3. Contributes to development program goals and objectives
4. Describes organizational strategic plan and contributes to that plan
5. Applies strategies for continuous quality improvement

**Communication and Cultural Competency**

1. Answers telephones, screens calls, responds to inquiries and refers callers to appropriate persons
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
3. Adheres to ethical principles and Tuscarawas County Health Department policies in the collection, maintenance, use, and dissemination of data and information.
4. Communicates in writing and orally with linguistic and cultural proficiency
5. Facilities communication among individuals, groups and organizations
6. Able to describe the value of a diverse public health workforce

**Financial Planning and Management**

1. Operates within program budget
2. Adheres to all organizational policies and procedures
3. Uses performance management system for program and organizational improvement

**Essential Duties**

1. Monitors permits and license renewal dates and send correspondence to appropriate individuals/entities.
2. Maintains records of approved license and permits and provides receipts for permits and licenses.
3. Maintains Environmental Health Department files.
4. Does billing for Environmental Health Department services and issues receipts for payments received and prepares pay-ins to accounting department.
5. Prepares Health Certifications.
6. Compiles departmental information and statistics.
7. Performs various administrative duties for the department including preparing reports, composing correspondence, answering phone calls, etc.
8. Maintains departmental files in a confidentialmanner.
9. Attends staff meetings and serves on temporary committees, as requested, and is required to be punctual at these meetings.
10. Prepares and maintains appropriate records and accurately completes reports by required deadlines.
11. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
12. Performs additional duties and assignments, as requested/directed by Director of Environmental Health.
13. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |
| **Health Commissioner**  **Signature:** |  | **Date:** |  |