

Hendricks County **Job Description**

Title: Secretary-Environmental Food

FLSA Status: Non-Exempt

Department: Environmental Health

Pay Band: OSS 4

Supervisor: Environmental Health Director

PURPOSE OF POSITION:

Provides clerical support to the Environmental Health Director, Health Officer, Environmental Health Specialists and the Health Board.

ESSENTIAL FUNCTIONS:

- Compiles and submits prepared information to appropriate individuals prior to Health Board meetings and other public hearings.
- Prepares Health Board term information and reports for the Indiana State Commissioner and the Hendricks County Commissioners.
- Prepares meeting agendas and follows procedures for notifying the public via newspaper or other media.
- Receives and records data for applications and fees for various permits, including food establishments, pools, and well and septic permits.
- Generates Food and Pool permits and distributes to appropriate staff.
- Communicates with establishment owners regarding permit renewals and possible late fees.
- Enters inspection data into the pool, spa and foods databases.
- Records and tracks certified letters mailed and updates spreadsheet.
- Submits requests to destroy public records and forwards information to the Hendricks County Clerk's Office and Indiana Commission on Public Records
- Receives, records, and forwards health violation complaints to the appropriate person.
- Receives phone calls and visitors, answers questions or refers to the appropriate person or department.
- Generates and files correspondence, reports and records.
- Collects, opens and distributes mail.
- Participates in departmental emergency and public health preparedness plans, drills and exercises.
- Performs other duties as assigned.

NON-ESSENTIAL FUNCTIONS:

- Provides assistance to the vital records division of the department.
- Provides assistance to the septic division of the department
- Balances books, makes deposits and prepares quietuses when needed.
- Maintains records for county vehicles for the department.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High School Diploma or GED
- Knowledge of the core functions and the essential services of public health.
- National Incident Management System (NIMS) IS-100-400, IS-700, IS 800 certification within a year of employment
- Knowledge of emergency preparedness plans and the ability to perform the assigned functions
- Ability to operate and maintain various office machines, such as computer, printers, copier, telephone with voice mail, and fax.
- Basic computer skills in Microsoft Office
- Ability to effectively and tactfully deal with other people
- Good organizational skills
- Ability to work basic math problems
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail

RESPONSIBILITY:

Incumbent works under established guidelines and procedures. Tasks are varied and require some selection of applicable methods and procedures. Errors in work cause moderate inconvenience to the regulated community and public, moderate cost, and loss of time to the department.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments and the general public for the purpose of communicating factual or procedural information.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is performed in a standard office environment; however the environmental secretary may be called upon for administrative support in the event of public health emergencies, such a bioterrorism or other community disasters. On call 24 hours a day, 7 days a week.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Secretary Environmental Health Food in the Health Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Printed Name