



Senior Office Specialist – Environmental Health

Job Description

Department: Environmental Health
Position: Career Service
Grade: 504
Supervisory: No
Reports to: Division Director-Environmental Health

Summary

This senior position performs a variety of clerical duties as needed to expedite day-to-day operations associated with specialty environmental health programs including HAZMAT, air quality, bioterrorism, waste water, food handling/preparation, swimming pools, schools, and body art establishments. This role requires considerable knowledge of the policies, procedures, and laws affecting the work. Employees in this classification are capable of training and leading others.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receive, screen, and direct incoming phone calls. Assist customers by providing information and directing them in correct processes. Provide initial response to questions, complaints, or problems following established guidelines.
2. Perform various cashiering duties. Prepare and issue certificates or receipts for funds collected, perform daily balancing of deposits for fees collected against receipts, runs tapes on checks and cash, and resolves discrepancies.
3. Type letters, statements, narrative, and statistical reports, minutes, agendas, and other documents as required. Prepare correspondence and recurring reports for signature.
4. Process, sort, and distribute incoming and outgoing mail and reports.
5. Update data records including business changes and inspections. Create and maintains a variety of files. Monitor progress and completion of actions.
6. Maintain a calendar for the supervisor and assure that complete information is available for all matters.
7. Oversee and coordinate office procedures and practices. Recommend and implement new procedures.
8. Evaluate others' work performance and suggest appropriate personnel actions.
9. Exercise functional control over certain budget items including travel and purchases. Prepare customer or state billings. Perform bookkeeping, billing, and/or payroll activities.
10. Organize, independently perform or lead project work.

Knowledge, Skills, and Abilities

1. Considerable Knowledge of Health Department policies and procedures, and laws, codes, and regulations relevant to work performed

For Office Use Only

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Class Title: Senior Office Specialist –
Environmental Health

FLSA: Non-Exempt

Effective Date: 10/26/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: Level I

Safety Sensitive: No

DOT: No

2. Skilled in basic bookkeeping
3. Skilled in reading, writing, and basic math
4. Skilled in operating standard office equipment
5. Skilled in word processing, data entry, and basic spreadsheets
6. Skilled in using various software programs unique to the Health Department and/or the Environmental Health Division
7. Ability to train and lead others
8. Ability to maintain cooperative working relationships with those contacted during the course of work activities
9. Ability to communicate effectively verbally and in writing
10. Ability to understand and follow clear work instructions
11. Ability to distill relevant and useful elements from vast amounts of information
12. Ability to multi-task

Work Environment

This job operates in a professional office environment and this role routinely uses standard office equipment such as a laptop, desktop, and smartphone, ten-key, photocopiers, shredders and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

Position Type/ Expected Hours of Work

Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience of which two years are directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.
4. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

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Additional Eligibility Qualifications

1. Applicants must possess a current driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.
2. Selected applicants may be subject to a background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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