

LINN COUNTY CLASSIFICATION

TITLE:	ENVIRONMENTAL HEALTH OFFICE SPECIALIST	APPROVAL ORDER
NUMBER:	005	NUMBER: 2000-430
PAY RANGE:	08	DATE: October 25, 2000
CATEGORY:	OPEU	

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Issue permits and licenses and perform related secretarial, fiscal record keeping, and paraprofessional work. Provide general and specialized clerical support to Program Manager and Environmental Health Specialists. Develop and refine work processes both independently and in cooperation with work groups. Coordinate routine permit sign off between Environmental Health Program and City and County Planning and Building Departments. Coordinate routine matters of permitting and licensing with other agencies, jurisdictions, departments, and the public.

SUPERVISION RECEIVED: Works under the general supervision of the Program Manager.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this classification, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Serve the public at the counter and over the phone. Respond to general inquiries related to Environmental Health permits and licenses and Planning and Building requirements. Determine customer needs and arrange appropriate staff assistance.
2. Determine need for and type of license or permit, determine completeness of applications and accept complete license and permit applications and plans, print and distribute permit and license documents using computer, issue permits and licenses, and collect fees.
3. Receive and process incoming and outgoing file documents and inspection requests. Provide Environmental Health sign off on building permits.
4. Assist county personnel and public in obtaining specific information and records relating to Environmental Health and general information relating to Planning and Building Inspection.
5. Accept reports of possible communicable disease cases related to Environmental Health. Coordinate quarantine and release of animals in reported animal bite cases. Arrange transportation and testing of rabies specimens.
6. Maintain records of financial transactions including accounts payable and receivable, generate billing statements, receipt payments, post under appropriate account, balance cash, complete weekly deposit and Treasurer's deposit slip, compare figures with computer printouts and make corrections as necessary. Prepare monthly, quarterly and annual program reports.

7. Type correspondence, reports, and other material on general and technical subjects, attend advisory committee and staff meetings, take and prepare final minutes, compose correspondence in accordance with standard procedures.
8. Develop and maintain program information systems in spread sheet and data base formats.
9. Maintain hard copy and electronic program files and records, prepare records for archiving, and maintain archived records in conformance with Public Record Laws.
10. Track status of permits and licenses, identify expired permits and licenses and provide notice to permittees and licensees, refer violations to Environmental Health Specialists or Program Manager for enforcement.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of licensing and permitting practices and procedures. Considerable knowledge of office procedures and practices, including use of computers and office machines. Considerable knowledge of basic business English composition, spelling, punctuation, and arithmetic, as required by the particular position. Knowledge of bookkeeping principles and practices necessary to maintain program financial records.

Ability to consistently apply department and program policies. Ability to establish and maintain harmonious working relationships with permittees, licensees, co-workers, supervisors, other departments and jurisdictions, and the public. Ability to tactfully answer inquiries from the public. Ability to use word-processing, spreadsheet, and data base programs as required by the position. Ability to make mathematical computations and tabulations with speed and accuracy. Ability to plan, organize, and complete work in a timely fashion.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible clerical or secretarial experience that includes experience in working with the general public and skilled operation of word processing, spread sheet, and data base applications preferred. Graduation from a senior high school preferably supplemented by post-high school training in secretarial service; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.