



Environmental Health Office Specialist



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 005

AVAILABLE POSITION

ENVIRONMENTAL HEALTH OFFICE SPECIALIST

Environmental Health Program (Classification 005)

SEIU Represented Full Time Position (37.5 hours/week)

ESSENTIAL FUNCTIONS:

Assist in front office duties, including telephone answering and assisting the public at the front counter. Determine customer needs and arrange for appropriate staff assistance. Respond to general inquiries related to Environmental Health permits and licenses and Public Health. Determine the need for and type of license or permit. Determine completeness of applications, accept complete license and permit applications and plans, and collect fees. Receive and process incoming and outgoing file documents and inspection requests. Assist county personnel and public in obtaining specific information and records relating to Environmental Health and general information relating to Public Health. Accept reports of possible communicable disease cases related to Environmental Health. Maintain records of financial transactions including accounts payable and receivable, generate billing statements, receipt payments, post under appropriate account, compare figures with databases and make corrections as necessary. Prepare monthly, quarterly, and annual program reports. Develop and maintain program information systems in spread sheet and database formats. Maintain hard copy and electronic program files and records, prepare records for archiving, and maintain archived records in conformance with Public Record Laws. 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 Supervisor for enforcement. Bilingual preferred.

MINIMUM QUALIFICATIONS:

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 database 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.

SALARY, BENEFITS, COMPENSATION:

Linn County employees say their benefits play a large role in what makes the County such a great place to work. **We offer competitive benefit plans.**

- Medical, Dental, and Vision Benefits
 - Family plans are less than \$15 per month
- Vacation and Floating Days
- Paid Holiday Time
 - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)

- County Paid Life and Long-Term Disability Benefits
- Longevity Incentive
- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
 - Fully Paid by County

We offer a Work/Life Balance with our workweek is 37.5 hours. With our reduced schedule, it allows for a healthier work life balance.

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

SALARY RANGE: **\$3,380 - \$4,322**

CLOSING DATE: **Until Filled**

HOW TO APPLY: www.linncountyhealth.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, PO Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.