

TANEY COUNTY HEALTH DEPARTMENT

POSITION DESCRIPTION

JOB TITLE: Administrative Clerk – Environmental Services

DIVISION: Environmental

IMMEDIATE SUPERVISOR: Environmental Division Manager

STATUS: Non-Exempt

ESSENTIAL FUNCTIONS

- I. Special Events / Complaints Related Activities 30% of Time
 - A. Receives notice that a special event is scheduled. Receives application and deposit. Distributes application to others for review. Receives application back. Prints permit and creates folder assuring for timeliness and accuracy.
 - B. Logs special event assuring for accuracy. Provides information and clarification regarding event as needed assuring for professionalism.
 - C. At conclusion of event, closes out folder.
 - D. Receives calls from citizens complaining about restraints, lodging, vacancies, apartments, etc. Takes relevant information from callers assuring for accuracy. Provides assurance that the Health Department will take appropriate action assuring for professionalism. Makes referrals as needed.
 - E. Generates documentation as required assuring for thoroughness.

- II. Invoicing, Deposits and Receipts Related Activities 30% of Time
 - A. Generates invoices, distributes invoices assuring for thoroughness and accuracy.
 - B. Receives checks in the mail. Enters data into Sweeps Program. Prints logo on permits, envelops receipts and mails.
 - C. Takes receipts from the various areas and creates a deposit slip/log, signs and sends it to Accounting Department assuring for thoroughness and accuracy.

- III. Class Preparation Related Activities 20% of Time
 - A. Establishes a schedule for the classes. Schedules attendees and receives their payment for the class. Generates receipts.
 - B. Places reminder calls to each attendee assuring for professionalism.
 - C. Generates a class roster of paid and non-paid attendees. Distributes to teacher.
 - D. Receives attendee list and money. Generates list of no shows. Prints and distributes to inspectors assuring for thoroughness and accuracy.

- IV. Water Testing Related Activities 10% of Time
 - A. Accepts samples and forms from public. Completes an examination of forms for thoroughness and timeliness.
 - B. Generates receipt and copies. Distributes sample and paperwork to lab.
 - C. Receives results from lab and distributes to client assuring for thoroughness and accuracy.

- V. File Review Related Activities 10% of Time
 - A. Reviews files, conducts check for accuracy, thoroughness, and compliance with code requirements.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

KNOWLEDGE REQUIREMENTS

- ◆ Valid driver's license.
- ◆ High school diploma.
- ◆ Computer literacy.
- ◆ Ability to multitask.
- ◆

BUSINESS EXPECTATIONS

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

MENTAL EFFORT

- ◆ Above average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above average memory, considering the amount and type of information.
- ◆ Above normal complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Above average analytical thinking.
- ◆ Above average conceptual thinking.

COMMUNICATIONS

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions with or without reasonable accommodation under the Americans with Disabilities Act.

Employee's Signature

Date

Manager's Signature

Date