

Portage County Combined General Health District

ENVIRONMENTAL HEALTH DIVISION JOB POSTING



Position: Environmental Clerk

Division: Environmental Health Division

Classification: Part Time; Non-Exempt – 120 days probationary period.

Work Schedule: Monday – Friday (29 hours or less) Schedule to be determined.
PCHD Hours: 8:00am- 4:30pm

Salary Range: \$15.00- \$25.00 per hour. Commensurate with experience.

Reports To: Justin Rechichar, Director of Environmental Health

Why Work Here? Be Valued!

As a public service agency, we know our greatest assets are the people behind the service. We recognize the value of our employees through a fun work environment, competitive pay, continuous professional development opportunities and an amazing benefits package. Portage County Health District is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.

The Portage County Health District's Mission is to **promote** public health, **prevent** disease, and **protect** the environment, utilizing leadership and partnership to empower individuals and communities to achieve optimal health.

Portage County Combined General Health District benefits:

- Schedules to support a work/life balance.
- OPERS retirement system for State of Ohio employees. The employee contributes 10% of their salary and PCHD contributes 14% of the employee's salary. Visit the OPERS website for more information.
- Employee Wellness Programs

Job Description:

- Environmental file maintenance and mailings. Type, mail, process, copy, distribute, track certified mail, and file for Environmental programs at a minimum to include Survey Programs, Semi Public Waste Water Systems, Solid Waste, Stormwater, Wastewater, service provider and cost methodology. Complete mass mailings. Backup for outgoing mail, correspondence, permits and results.
- Assist in the WPCLF program process. Make copies, mail contracts and correspondence related to the program.
- Maintain, scan and file pumping reports. Track and maintain inspection reports and mail environmental correspondence as necessary.
- Maintain database and spreadsheets for programs which include data entry, scanning, generating reports, mailings, and forms. File maintenance for historical data. Maintain O&M Contracts.
- Answer and direct incoming phone calls and messages; greet, screen and direct visitors.
- Other duties as assigned. 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 for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Organizational Duties:

- Participate in quality improvement team projects and quality improvement training initiatives as applicable/ required and incorporate the principles of quality improvement into daily work activities.
- Participates in public health emergency activities as needed.
- Incident Command System/National Incident Management System training.
- Attend and participate in agency training, events, and activities.
- Gather and organize documents to satisfy public records requests or other reporting obligations.

Portage County Combined General Health District is an Equal Opportunity Employer

Requirements:

- High School Diploma or GED; postsecondary education preferred.
- Proficiency in Microsoft Office.
- Strong written and verbal communication skills.
- Ability to work autonomously, manage multiple projects and meet deadlines.
- Able to provide consistently high levels of customer service.
- Ability to proofread documents for content, grammar, and spelling.
- Valid driver's license and auto insurance.
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

Pre-Employment Testing Requirements:

Criminal Background Check and Pre-employment Drug Testing

Work Environment:

General office setting in the Health District facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other office equipment. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Apply:

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. [PCHD Employment Application](#)

Deadline for Applying: Open until filled.

All applicants offered positions with PCHD must submit to and pass a background check and drug screen before beginning work. Applicants with disabilities may contact Sarah Meduri, Director of Personnel and Administrative Services at Smeduri@portagehealth.net or 330-296-9919 ext. 109 to request and arrange accommodations.