

Portage County Combined General Health District



JOB POSTING

Position:	Environmental Health Clerk
Division:	Environmental Health Division
Location:	Ravenna, Ohio
Job Status:	Full Time; Non-Exempt (Classified), with a one-year probationary period.
Work Schedule:	Monday – Friday 8am- 4:30pm: May require some weekend and evening hours.
Salary Range:	\$19 per hour
Reports To:	Director of Environmental Health

Position Summary:

The Environmental Health Clerk provides essential administrative and operational support to the Environmental Health Division. This role is responsible for maintaining accurate records, managing environmental program documentation, and supporting regulatory compliance through data entry, file management, and communication processes.

A key function of this position is the use of Scanview, the agency's electronic records management system. The clerk is responsible for scanning, indexing, retrieving, and maintaining digital records to ensure accuracy, accessibility, and compliance with public records requirements. This includes organizing large volumes of environmental data and ensuring files are properly documented and easily retrievable.

The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities in a fast-paced public health environment while maintaining confidentiality and accuracy.

Job Description:

- Perform environmental file maintenance and support mailings, including scanning, typing, copying, mailing, processing, distributing, and filing documents for Environmental Health programs. Programs include Survey Programs, Semi-Public Wastewater Systems, Solid Waste, Stormwater, Wastewater and Service Provider.
- Complete and coordinate mass mailings and serve as backup support for outgoing mail, correspondence, permits, and results.
- Utilize Scanview (electronic records system) to scan, index, store, and retrieve documents, ensuring all records are accurate, complete, and properly maintained for compliance and accessibility.
- Maintain, scan, and file pumping reports; track inspection reports; and prepare and mail environmental correspondence as needed.
- Maintain databases and spreadsheets for Environmental Health programs, including data entry, report generation, document tracking, and file maintenance for both current and historical records.
- Maintain Operations and Maintenance (O&M) contracts and ensure accurate recordkeeping.
- Answer and direct incoming phone calls and messages; greet, screen, and assist visitors in a professional manner.
- May be required to operate a vehicle for job-related duties.
- Perform other duties as assigned. Duties, responsibilities, and activities may change at any time.

Organizational Duties:

- Participate in quality improvement team projects and training initiatives, incorporating quality improvement principles into daily work activities.
- Participate in public health emergency response activities as needed, including roles within the Incident Command System/National Incident Management System.

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- All health district employees have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Portage County Combined General Health District Emergency Response Plan.
- Attend and participate in agency-sponsored training, events, and activities.
- Gather and organize documents to fulfill public records requests and other reporting obligations.
- Participate in activities that support and enhance agency accreditation.
- Maintain reasonable and reliable attendance to meet organizational needs and objectives.

Qualifications:

- High school diploma or equivalent required; associate's degree or related administrative experience preferred
- Experience with electronic records management systems, scanning, and document control strongly preferred
- Strong attention to detail and ability to maintain accurate records
- Proficiency in Microsoft Office, including Excel and Word
- Ability to manage multiple tasks, meet deadlines, and maintain organization in a high-volume environment
- Excellent communication and customer service skills
- Ability to maintain confidentiality and handle sensitive information appropriately
- Valid driver's license, proof of auto insurance and reliable transportation
- Must be legally authorized to work in the United States without sponsorship

Work Environment and Physical Demands:

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. Work performed in the community may subject some positions to adverse weather conditions and challenging interactions with off-site locations and community members. Some travel may be required; reliable transportation, a valid driver's license, and current auto insurance are required, along with the ability to maintain insurability under the health department's vehicle insurance policy. 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 include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pre-Employment Testing Requirements: Criminal Background Check and Pre-employment Drug Testing

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

Application:

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. PCHD Employment Application

Email us at: PCHD@portagehealth.net

Deadline for Applying: Open until filled.

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