

POSITION: Administrative Secretary III

DEPARTMENT: Public Health

Position Number: 511075

Grade: 24

Starting Salary: \$35,629.88

Posted: January 24, 2025

Closing Date: February 17, 2025



GENERAL DEFINITION OF WORK

The purpose of this position is to carry out administrative and office support for the Environmental Health Section. These functions include clerical functions necessary for the EH Specialists, Program Specialists, and Supervisor to adequately perform their duties. These functions include responding to phone inquiries, filing, typing, compiling reports, research, ordering supplies, answering general and complex questions from the public, responding to the needs of clients, and directing them to the proper sources of information. The position assists in developing office protocols and recommends improvements in office operation. This position collaborates with the Planning, Permitting and Development Department staff in addressing and resolving complex issues impacted by both departments when presented by the public. The position develops and maintains databases for the On-Site Waste Water, Food and Lodging, and Private Drinking Water Well programs.

In addition to performing administrative support duties, the position supervises trains, assigns tasks and reviews the work of an Administrative Secretary II position. Frequently compiling information for the Health Director, and providing occasional oversight and assisting with training of Summer Interns is required.

Monday through Friday 8:00 a.m. - 5:00 p.m. or flexed to equal a 40 hour workweek. Modification of hours is required to assist in the event of a Public Health emergency, to attend meetings in conjunction with Health Center Services or to participate in Health Center after hour's special projects.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of office practices, techniques, and technology; ability to practice effective communication techniques, both orally and in writing; ability to interpret program policies, rules, regulations, and procedures for organizational personnel, other agency's personnel, and the general public; ability to analyze problem areas of work and recommend solutions to supervisor; ability to establish and maintain effective working relationships with staff and other members of the organization.

EDUCATION AND EXPERIENCE

Completion of high school and three years of related experience; or graduation from a two-year secretarial science or business administration program with courses in secretarial techniques and practices and two years of related work experience; or graduation from a four-year college or university, preferably with major emphasis on business administration or a related field and two years of related work experience; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

- A valid driver's license

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER

All prospective employees are subject to a criminal background check