

ENVIRONMENTAL HEALTH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized program support work primarily involving technical and clerical responsibilities including field work for environmental health programs administered by the Department of Health. The work is performed under the direction of a higher-level administrator and in accordance with applicable guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists professional staff by responding to requests for information from the general public, receiving visitors, and answering routine telephone inquiries;
Develops and maintains access database for tracking information and maintaining inventory;
Participates in the delivery of enforcement documents, violation letters, formal hearing notices, etc. as assigned and directed by a supervisor;
Participates in the delivery of educational materials to local businesses, agencies, facilities, etc. and ensures mandated postings are visible (i.e., license, signage, etc.);
Enters data into the computer and uses computer software (e.g. word, excel) for the preparation of reports and correspondence;
Gathers information for programs and in support of professional, administrative and technical functions;
Organizes data and prepares related correspondence, as necessary;
Coordinates and participates in special events, health fairs, etc. as required;
Prepares agenda and related materials for meetings;
Coordinates the purchase of materials and supplies for programs;
Assists the program director in the review of contract budgets and spending.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of general office procedures and equipment; good knowledge of County-wide resources, as they pertain to environmental health matters, including education*; ability to use computer software, especially as it pertains to environmental health and education*; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years clerical or technical experience in environmental health programs or health education programs.

NOTES:

1. An Associate's degree may be substituted for two (2) years of the required experience.
2. A Bachelor's degree may be deemed fully qualifying.

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

*To be demonstrated during the probationary period.