

**Allen County Public Health**  
**Position Available – Full Time Clerk 3**

**Service Area:** Environmental Health Services

**Reports to:** Director of Environmental Health

**Pay Range:** 16 - Starting pay rate \$14.72

Under direction of the Director of Environmental Health, the Clerk 3 ensures the clerical and accounting duties for the Environmental Health Services Area are performed. Ensures required mailings and department correspondence are completed. Serves as receptionist for the Environmental Health Services area and assists in the management of environmental health fees and records in compliance with applicable state standards, laws and rules and local regulations.

**Sample Job Responsibilities:**

- Utilizes specific environmental health division software to input data, maintain databases, generate reports and bills, issue receipts and post payments, generate registration certificates
- Types inspections, permits, and correspondence; maintains hard & electronic files
- Collects fees for environmental services
- Documents and refers complaints to appropriate staff
- Completes certified mailing paperwork
- Assists as receptionist for the agency
- Utilizes word processing program to complete routine correspondence, agency reports
- Prepares specimens for shipment to ODH lab and arrange for delivery

**Qualifications:**

- High school graduate, post high school technical training in modern office software and practices preferred
- A minimum of three years general office/clerical and/or billing experience preferred
- Demonstrated communication, telephone and other secretarial skills
- Demonstrated keyboard and computer skills; computer knowledge essential; accuracy required
- Valid Ohio drivers license with an acceptable driving record and adequate auto insurance

**Working Conditions:**

- Occasional overtime, night or weekend hours may be required
- Travel within and outside the district sometimes required

**Benefits:** Paid holidays, vacation, health insurance, public retirement system

If interested, submit cover letter and resume by July 10, 2020 to: [jobs@allenhealthdept.org](mailto:jobs@allenhealthdept.org) or Human Resources, PO Box 1503, Lima, OH 45802-1503

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