



Job Opening: Environmental Health Administrative Assistant



The Perry County Health Department is expanding, and we have an exciting opportunity for an Environmental Health Administrative Assistant to join our team!

The Perry County Health Department is seeking a friendly and organized Environmental Health Administrative Assistant who is looking to be part of a dedicated team while enjoying excellent benefits and the chance to see how their work directly impacts environmental health in Perry County.

Under the direction of the Environmental Health Director, this position will work approximately 80% of the time in the Construction and Demolition Debris (C&DD) Program with the remaining 20% of time devoted to other Environmental Health Division program areas and the Health Department as assigned by the Director.

The Environmental Health Administrative Assistant will perform a variety of clerical tasks including performing exceptional customer service by answering and directing phone calls for staff, greeting customers, and responding to emails and letters in a timely and professional manner. This position will manage and coordinate administrative tasks including handling payments of permits and/or services, facilitating the licensing process, preparing meeting materials, transcribing meeting minutes, reports, or other documents as needed, and handling incoming and outgoing mail. This position will utilize organizational skills to maintain accurate records and files, ensure completeness of applications and permits, manage calendars and/or appointments as requested, and coordinate projects and events as assigned. This position will assist with office management tasks, such as maintaining supply inventory, requesting office supply orders, and performing routine cleaning and organization tasks for the Environmental Health Division as requested by the Director.

Minimum Qualifications for the Environmental Health Administrative Assistant position include a high school diploma or equivalent. One or more years of experience performing complex administrative tasks or an associate's degree preferred. Strong computer skills and knowledge of MS Office programs are also required. Applicants must have a valid Ohio Driver's License, with ongoing proof of auto insurance. Candidates should possess strong customer service and communication skills, experience with office management, proficiency with administrative software and excellent verbal and written communication skills. The candidate should also have excellent organizational and time management skills, the ability to maintain confidentiality and handle sensitive information with discretion, the ability to work effectively in a fast-paced environment, the ability to prioritize multiple tasks while meeting deadlines, and have a friendly and approachable demeanor, with a focus on creating a welcoming environment for clients and colleagues.

The Perry County Health Department is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military/veteran status.

Starting pay for this position is \$13.15 to \$14.47 per hour, depending upon education level and experience. Our benefits make Perry County Health Department an exceptional employer. Some of what we offer includes: paid holidays, group health and life insurance, enrollment in the Public Employees Retirement System, sick, vacation, and personal leave, direct deposit, flexible work hours, telework options, and paid lunch and wellness breaks.

Applicants should **email a resume, cover letter, and application to Angela DeRolph: angela.derolph@perrycountyohio.net by October 21, 2024.** The application can be found at the bottom of the webpage: <https://perrycountyhealth.info/job-opportunities/>

Please note: This posting is not meant to be an all-inclusive list. It presents highlights of the position's scope and function and the candidates' requirements and rewards.

MISSION

To improve Public Health in Perry County by preventing disease, promoting health and safety, and protecting our environment.

VISION

A motivated community uniting for health and prosperity where we live, work, and play.

VALUES

WE CARE

Willingness,
Excellence,
Collaboration,
Accountability
Respect, and
Education

