

# Environmental Health Clerk

**POSITION:** Classified, benefits-eligible based on hours

**HOURS:** 37.5 hours per week, Monday – Friday 7:30 am – 4:00 pm

**SALARY:** Environmental Health Clerk \$14.19-\$24.42/hour  
(Commensurate with experience and skills)



## OUR TEAM

At Miami County Public Health (MCPH), our mission is to be a proactive partner within the community that works to prevent illness, promote health, and protect those who live, work, and visit Miami County. Environmental Health (EH) strives to foster an environment of collaboration and growth, and pride ourselves on working together with the community to solve some of Public Health's most difficult challenges. The EH Division strives to build a team of individuals with unique perspectives and talents that can add a diversity and depth to the division.

## JOB RESPONSIBILITIES:

- Provides counter service, email responses, and main telephone line service to EH customers. Answers general questions and troubleshoots general issues related to most EH program areas.
- Assists customers with applications. Provides first review of customer provided program applications, permits, and paperwork (food, pools, camps, body art, nuisance/housing, rabies control, plumbing, septic systems, wells and solid waste trucks) for accuracy and completeness. Process payments/refunds for all of the above and issues receipts. Creates or updates records in several different program databases. Processes licenses, permits and investigation reports. Processes invoices for fees associated with additional work under existing permits.
- Responsible for all fees collected (cash, check or credit card). Responsible for balancing fees collected on a daily basis.
- Processes request for water samples, including all associated paperwork.
- Responsible for verification of state and local registration of EH program contractors. Locally, registers EH program contractors.
- Responsible for processing monthly/quarterly payments to the state for program fees.
- Responsible for billing for the OPP and notification of annual backflow certification.
- Participate in public health emergency response as needed.

## QUALIFICATIONS:

- Minimum of a high school diploma or General Education Degree (GED), Associates degree preferred.

## QUALIFICATIONS:

Proficient computer skills, including Microsoft products and general software.  
One to two years of related experience preferred.

## GROWTH OPPORTUNITIES:

- Increase your listening skills
- Multi-task and manage numerous business/community relationships
- Develop the initial skills for leadership. Examples:
  - Providing feedback
  - Asking thoughtful questions
  - Giving recognition when a job is well done
  - Conflict resolution skills
- Networking with community, government officials and other agencies

## BENEFITS:

- Medical, dental, and vision coverage
- Health Saving Account option
- Health Reimbursement Account
- Agency provided telemedicine for employee and family members
- Wellness Program
- Agency provided life insurance with option of additional coverage
- Paid time off, vacation and sick leave
- 13 paid holidays
- 37.5 hour week
- Ohio Public Employee Retirement System
- Optional Deferred Compensation Program
- Paid training

**If you would like to be a part of our team, please submit a cover letter, resume', and application to:**

**[dpropes@miamicountyhealth.net](mailto:dpropes@miamicountyhealth.net)**

**Application can be downloaded at: <https://www.miamicountyhealth.net/employment-opportunities>**

**Posted 11/28/22; Posting Ends: Until Filled**

Miami County Public Health is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision, and fulfillment of the five core commitments.