

ADMINISTRATIVE ASSISTANT (ENVIRONMENTAL HEALTH)

CLASS NO. 2109 **EEOC CATEGORY: Office and Clerical**

PAY GROUP: 12 **FLSA: Non-Exempt**

SUMMARY OF POSITION

Provides a variety of accurate, general, and moderately complex clerical and bookkeeping support work involving typing and/or data entry skills.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Environmental Health Director.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other county employees, the general public, and local, state, and/or federal agencies.

EXAMPLES OF WORK¹

Essential Duties

- Oversees office operations and alerts supervisor of any problems;
- Time clock manager for employees;
- Maintains department records in an accessible system;
- Drafts Justice of the Peace complaints, reports, letter to property owners, and general correspondence;
- Sorts, date stamps, and distributes mail;
- Collects, receipts fees, and prepares cash receivable deposits for the Environmental Health Department;
- Performs receptionist duties, including answering the telephone, transferring calls, taking messages when necessary, greeting the public, and providing information;
- Reviews applications for permits and verifies that applications meet requirements, collects fees and issues receipts;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Reviews applications for food service, verifies that applications meet requirements, collects fees and issues receipts;

Prepares and submits monthly state report regarding septic permits;

Prepares and submits quarterly fiscal and statistical reports relating to environmental health office activities;

Prepares and submits reports to TCEQ regarding the Annual Matagorda County Waste Collection Day;

Prepares and submits TCEQ Annual Municipal Solid Waste Report for the Transfer Station;

Custodian of financial records for the Annual Household Hazardous Waste Collection Day;

Processes invoices and payments to be submitted to County Auditor;

Prepares and submits employee reimbursements from travel and training to the County Auditor's Office;

Processes change fund requests;

Assists in new employee training;

Maintains inventory of office supplies and reorders as necessary; and

Prepares and mails invoices/statements to companies which submit monthly water samples for analysis.

Other Important Duties

Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal regulations relating to health and sanitation services; demonstrate proficiency in both oral and written communication; spelling, punctuation, and arithmetic; and standard office practices and procedures.

Skill/Ability to: understand and follow instructions; locate property on county and floodplain maps; operate computers utilizing standard word processing software, data input, and spreadsheet software packages; operate other standard office equipment including copiers, printers, fax machines, etc.; type accurately; establish and maintain effective working relationships with other county employees, officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent, plus at least one (1) year of general clerical work experience, preferably with a governmental entity;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.