

Christian County Health Department
Job Description

Job Title: Environmental Receptionist/Clerk

Department: Environmental

Reports To: Environmental Supervisor

FLSA Status: Non-exempt

Prepared Date: July 2024

Summary:

Operates multi-line telephone system, greets visitors, and assists clients with requested services. Performs clerical duties specific to the area and/or program assigned.

Supervisory Responsibilities

None

Essential Duties and Responsibilities:

1. Schedules appointments as requested. Prepares and copies daily schedules for environmental staff.
2. Schedules environmental-related inspections.
3. Maintains accurate environmental records.
4. Receives environmental complaints and forwards them to the appropriate personnel.
5. Assists clients in completing appropriate forms for requested services.
6. Retrieves messages from voice mail and forwards them to appropriate personnel.
7. Answers incoming telephone calls, determines the purpose of the call, and forwards it to appropriate personnel or department.
8. Answers questions about the organization and environmental services and provides callers with addresses, directions, and other service information.
9. Welcomes on-site visitors, determines the nature of business, and refers visitors or clients to appropriate personnel or assistance as needed.
10. Takes payment for services and completes cash receipts.
11. Maintains daily cash receipt log and balances cash on hand daily.
12. Requisition office supplies and printed forms as needed.
13. Creates and prints memos, correspondence, reports, and other documents when necessary.
14. Maintains computer database of food establishment inspections and wastewater permits.
15. Grades wastewater tests and distributes wastewater licenses.
16. Maintains daily EPHS schedule utilizing efficient travel arrangements.
17. Provides a daily environmental schedule to the environmental supervisor.
18. Maintains and files wastewater and food establishment inspections and permits.
19. Maintains daily time sheet.
20. Conducts lab testing, record results, and deliver results to appropriate personnel.
21. Performs related work or other duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Experience, Education, and Training:

High school diploma or an equivalent GED.

Abilities:

Must be able to read and comprehend simple instructions, short correspondence, and memos, and write simple correspondence. Must have the ability to effectively present information in one-on-one and small group situations to clients and other employees. Must be able to alphabetize, add, subtract, multiply, and divide. Ability to apply common sense understanding to carry out detailed written or oral instructions and the ability to deal with problems involving variables. Ability to work in a team environment and maintain effective working relationships with clients, the public, and other staff members. To perform this job successfully, an individual should know spreadsheet and word processing software, be able to accurately type, use a copy machine, and utilize required software for food establishments.

Physical Requirements:

Performs bending, kneeling, sorting, twisting, and reaching to both ground level and overhead; holds and grips objects; must be able to lift, push, and pull up to approximately 30 pounds; must possess the ability necessary to operate a computer keyboard.

Working Environment:

Primarily indoors with heating and cooling regulated in a general office environment. Some work locations may not have controlled heating/cooling or be inside.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a vehicle in the course of performing job duties, must possess a valid Missouri motor vehicle operator's license with no history of revocation or suspension.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed:

Date: