



South Plains Public Health District
Environmental Inspection Services
110 S Main Seminole, TX 79360

Job details

Salary: TBD

\$.00- .00 a month

Job Type: ADMINISTRATIVE/SUPPORT

Full or Part Time

Full Job Description

Environmental Health Administrative Assistant

Under the supervision of the Executive Director/Environmental Health Program Director, performs entry-level administrative support and some technical program assistance work associated with the support of environmental health programs. Work involves disseminating information concerning program services; scheduling appointments; maintaining records and filing systems; ordering supplies; maintaining inspection equipment inventory, answering, and routing phone calls, taking messages, greeting and directing visitors to the appropriate staff; and performing internal administrative support work. Performs data entry tasks to meet the health district's program's needs. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

Safe operation of either a district owned vehicle or personal vehicle is required to conduct health district business and an acceptable driving record must be maintained in accordance with SPPHD personnel policy and standards developed by the Texas Department of Public Safety.

Essential Job Functions:

Attends work on a regular and predictable schedule in accordance with SPPHD leave policy and performs other duties as assigned.

EJF 1 (45%): Provides administrative support for SPPHD environmental health program. Duties include:

- Answers the telephone in a professional manner, takes accurate messages, and routes calls appropriately and responds to customer emails.
- Greets and directs visitors to the appropriate staff.
- Consults with Executive Director for initial scheduling of initial and follow up appointments.
- Accompany inspection staff on inspections as necessary.
- Maintains all information in accordance with district and HHSC policies related to security, confidentiality, PHI, and HIPPA.
- Completes data entry of information into program's designated databases and spreadsheets.
- Files inspection reports after completion.
- Compile and prepare monthly QTR inspections report and submit by designated due date.
- Computer utilization of Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Power Point, Microsoft Windows, Microsoft TEAMS, Internet.
- Performs special projects as necessary.

EJF 1 (90%): Provides administrative support to the Executive Director/Environmental Health Program Manager. Duties include:

- Compiles basic information for inclusion in reports or presentations, which may include the preparation of charts and graphs.
- Receives and distributes correspondence; may respond to routine requests for information using form letters.
- Assists with the development of outreach or educational materials.
- Compiles and distributes brochures and information packets as directed by Executive Director.
- Assist with the transportation of lab samples as assigned.
- Perform records or database search of records for previous inspections or permits and approvals for OSSF systems or retail food facilities.

- May assist other environmental health administrative staff with electronic deposits and communication with members of the public.

EJF 2 (10%): Perform other duties as assigned. Duties may include:

- Assisting other SPPHD clinic offices to meet environmental health program needs; activities to include training in the POD (Point of Dispensing) functions if needed; participation in the local, regional, and statewide exercises, and responding in regional emergency situations as needed; other duties as assigned include but are not limited to actively participating and/or serving in a supporting role to meet the health district's obligations for disaster response and/or recovery efforts. Such Participation may require an alternate shift pattern assignment and/or location.

Knowledge Skills Abilities:

1. Knowledge of office principles and administrative procedures.
2. Knowledge of establishing and maintaining office files, records, and record retention schedule guidelines.
3. Knowledge of community and government service delivery systems and of community resources.
5. Skill in the use of standard office equipment.
6. Skill in use of various computer software applications including: Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Power Point, Microsoft Windows, Internet, and electronic banking program.
7. Ability to perform data entry, proof-read, edit, compile reports, and check work for accuracy.
8. Skill in inventory management.
9. Ability to communicate effectively both verbally and in writing.
10. Ability to establish and maintain office files, logs, deposits and appointment calendars.
11. Ability to organize, communicate, and present ideas in a clear, concise, and effective manner.
12. Ability to work effectively and courteously with staff, patients, families, the public, and other health care providers through conversation, telephone, or e-mail contact.
13. Ability to maintain confidentiality of records and information.
14. Ability to prioritize and complete multiple tasks in order to meet deadlines.

Registration or Licensure Requirements:

Must possess a valid Class C Texas driver's license, or equivalent license from another state.

Initial Selection Criteria:

- 1) Graduation from high school or GED. (Required)
- 2) One year experience working in a clinical, medical, or general office setting. (Required)
- 3) Experience using a personal computer, Microsoft Outlook, WORD, and Excel. (Preferred)
- 4) Experience in maintaining office files, records, and record retention schedule guidelines. (Preferred)
- 5) Experience using a multi-line phone system, copier, fax machine, and other office equipment. (Preferred)
- 6) Experience working as a member of a team. (Preferred)