

# Senior Office Specialist – Environmental Health



## Job Description

Department: Health – Environmental Health  
Position: Career Service  
Grade: 718  
Supervisory: No  
Division Director – Environmental  
Reports to: Health or Bureau Director –  
Environmental Health

### Summary

Under general guidance and direction of the Division Director – Environmental Health or Bureau Director – Environmental Health, performs clerical duties as needed to expedite day-to-day operations associated with specialty environmental health programs, including HAZMAT, air quality, bioterrorism, wastewater, food handling/preparation, swimming pools, schools, and body art establishments. This role requires considerable knowledge of the policies, procedures, and laws affecting the work.

### Essential Functions

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

1. Act as front office receptionist; answer phones and assist callers; provide initial response to questions, complaints, or problems following established guidelines; direct questions to program staff; provide information or take messages, as needed.
2. Perform cashiering duties; prepare and issue certificates or receipts for funds collected; balance daily deposits for fees collected against receipts; run tapes on checks and cash; resolve discrepancies, as needed.
3. Type letters, statements, narratives, statistical reports, minutes, agendas, and other documents, as assigned.
4. Prepare correspondence and recurring reports for signature.
5. Process, sort, and distribute incoming and outgoing mail and reports.
6. Establish and maintain a variety of files and record systems.
7. Update environmental health records, including business changes and inspection results; verify accurate completion of records update.
8. Maintain calendar for supervisor; schedule appointments, as needed; ensure detailed information is available for meetings and appointments.

### For Office Use Only

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FLSA: Non-Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

9. Oversee and coordinate office procedures and practices; recommend and implement approved procedures.
10. Serve as division timekeeper; verify hours worked and mileage submitted for bi-weekly payroll.
11. Follow up on payment problems or past due purchase orders; maintain accounts, vendor, and/or customer records through computer input.
12. Conduct research related to incentives, office projects, and billing/accounting needs; process orders, as needed.
13. Monitor and maintain office supplies and equipment.

### **Knowledge, Skills, and Abilities**

- Working knowledge of standard office practices
- Considerable Knowledge of Health Department policies and procedures, and laws, codes, and regulations relevant to work performed
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in basic bookkeeping
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to the Health Department and/or the Environmental Health Division
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task effectively
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a lead to some and as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, ten-key, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County

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owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience, of which two (2) years are directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department.

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**Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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