



**Public Health**  
Prevent. Promote. Protect.

**Butler County**  
General Health District

<b>Job Title:</b>	Data Clerk (COVID-19)
<b>Responsible to:</b>	Lead Secretary/Chief Fiscal Officer
<b>Public Health Core Competency Level:</b>	Level 1
<b>Positions Supervised:</b>	None
<b>Work Hours:</b>	Intermittent, Part time, up to 28 hours per week, usual hours 8-4, M-F, Evenings/weekends may be required.
<b>Grant-Funded:</b>	This position is 100% grant funded through June 30, 2021.

**Essential Functions:** Under the general direction of the Lead Secretary and Chief Fiscal Officer, the **Data Clerk** is responsible for performing a full range of office duties and responsibilities and provides administrative support including data entry into State of Ohio computer systems, organizing and maintaining filing systems, compiling information from records and typing reports, providing quality customer service (both in person and via telephone), typing correspondence, gathering information on general and technical subjects.

**Minimum Qualifications:**

- High school graduate with at least two years of work experience.
- Demonstrate proficiency with Microsoft Office, especially Excel.
- Good communication skills with accuracy in spelling and grammar.

**Preferred Qualifications:**

- Some college or associates degree in the area of business administration, applied business, business tech and or considerable previous experience in public administration.
- Advanced computer skills using PC-based software and hardware (Microsoft Office, Word, Excel, PowerPoint).

**Position Specific Responsibilities:**

- Assist the Director of Nursing and Contact Tracing Grant Supervisor with data entry of COVID-19 cases into state computer systems.
- Assists secretarial staff with providing quality customer service both in person and via the telephone.

- Operate and maintain office equipment.

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

- Ability to coordinate numerous demands simultaneously to successful completion
- Proficiency with computers including Microsoft Office (Word, Excel, Powerpoint)
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to work with a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds
- Ability to maintain confidentiality
- Ability to be self-motivated to plan, organize and complete work accurately and on time with little direct supervision
- Exceptional attention to detail
- Conducts self with honesty and integrity; follows ethical principles of public health practice, follows the rules and laws applicable to public health nursing
- Ability to perform under pressure

#### **Primary Duties include (general summary and not all-inclusive):**

- Ensures agency mission, vision and programmatic success
- Functions as a technical expert for the Nursing Director
- Responsible to the Nursing Director for following rules, policies and guidelines necessary for the efficient operation of health programs and services as needed
- Works in accordance with all established policies, procedures, applicable statutes and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required
- Educates and informs the community about health related topics as needed
- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel
- Ensures that all grant deliverables are completed successfully and on time
- Follows and adheres to cost methodology or budgeting as appropriate

#### **Other:**

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned

- Position may be subject to background check
- Valid OHIO Driver's license in good standing, and insurable by the Board of Health's Policy
- Complete required FEMA classes within 2 months of hire
- **Public Health Core Competencies Level One position (See Attachment A)**

Is this position EXEMPT or NON-EXEMPT from compensatory time?	NON-EXEMPT
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	NO
Does this position require advanced TECHNICAL skills?	NO
Is this position FULL TIME or PART TIME?	PART-TIME
Is this a 100% GRANT FUNDED position?	100% thru 6/30/2021

Please send resume with cover letter explaining your interest in this position or special qualifications to: [BOH@butlercountyohio.org](mailto:BOH@butlercountyohio.org). Position is posted on our website: [www.butlercountyohio.org/health](http://www.butlercountyohio.org/health) Position will remain open until filled.

**An Equal Opportunity Employer**

This is a Tier ONE position

## TIER ONE CORE COMPETENCIES FOR PUBLIC HEALTH

### Analytical/Assessment Skills

1. Be ethical at all times
2. Use the best information technology for data and information

### Policy Development/Program Planning Skills

1. Contribute to and help implement programs, policies, and services
2. Gather information about programs, policies, and services

### Communication Skills

1. Communicate in writing and orally using proper grammar and punctuation at the reading level and language of the customer
2. Provide data and information to professionals and the public using a variety of approaches (e.g., websites, social media, written reports, presentations, email, letters, fliers, etc)

### Cultural Competency Skills

1. Describe the ways diversity may influence policies, programs, services, and the health of a community
2. Recognize and appreciate the contribution of diverse/different perspectives in planning programs and delivering services that affect the health of a community

### Community Practice Skills

1. Describe programs and services provided by various organizations to improve the health of a community
2. Help to develop relationships that improve health in a community

### Public Health Sciences Skills

1. Understand basic public health concepts

### Financial Planning and Management Skills

1. Follow organizational policies and procedures
2. Be a team player to assist in achieving goals (e.g., participate in teams, encourage sharing of ideas, respect different points of view)

### Leadership and Systems Thinking Skills

1. Maintain the highest ethical standards in all interactions with co-workers, customers, community, organizations, and agencies
2. Describe the ways public health, health care, and other organizations can work together or individually to impact the health of a community
3. Participate in all professional development opportunities offered to you to improve your work related skill and abilities