



Public Health
Prevent. Promote. Protect.

Butler County
General Health District

Job Title:	Secretary I or Secretary II (dependent on years of service)
Responsible to:	Lead Secretary/Chief Fiscal Officer
Public Health Core Competency Level:	Level 1
Positions Supervised:	None
Salary:	Secretary I (\$16.50 - \$18.50) Secretary II (\$19.00 - \$23.00)
Work Hours:	Full time, usual hours 8-4, M-F, Evenings/weekends may be required.
Grant-Funded:	This position is not grant funded.

Essential Functions: Under general direction from the Lead Secretary and the Chief Fiscal Officer, the **Secretary I or II** position provides assistance with bookkeeping tasks, organizes and maintains filing systems, categorizes materials and searches files, compiles information from records, types reports and correspondence for the staff, copies materials and gathers information on general and technical subjects, assists the public, and participates in agency training activities.

Minimum Qualifications:

- Required: High school graduate, with previous work experience in an office environment
- Basic to advanced computer skills using PC-based software and hardware (Microsoft Office, Word, Excel, Powerpoint).
- Demonstrated competence with word processing, spreadsheets, computer filing and tracking, database management, E-mail, and Internet research.
- Good oral and written communication skills, ability to understand and use business English, writing, spelling, proofreading. Ability to prepare all types of written correspondence and reports, and maintain filing systems and databases with minimal supervision.
- Skilled in typing and operation of office equipment.
- Ability to accomplish multiple mathematical computations and tabulations accurately with speed using a calculator and Excel. Basic bookkeeping or accounting methods and principles.

- Ability to establish and maintain effective working relations with other employees, and function as part of a team in a multi-disciplinary setting.
- Self-motivated and highly detail-oriented with ability to manage multiple tasks simultaneously.
- Ability to meet the public courteously, and provide high quality customer service.
- Ability to learn assigned administrative tasks quickly within a reasonable training period and to adhere to a prescribed office routine.
- Ability and motivation to work independently on assigned tasks and carry out general instructions effectively. Ability to plan, organize and complete work accurately and on time.

Preferred Qualifications:

- Advanced computer skills using PC-based software and hardware (Microsoft Office, Word, Excel, Powerpoint).
- Knowledge of and skills using Accela
- 3-4 years successful work experience in a public health office environment.

Position Specific Responsibilities:

- Process deposits, track payments, issue permits/certificates, maintain databases and prepare communications and mailings for the **health district plumbing program** as assigned.
- Train to provide backup assistance in vital statistics, household sewage, food service, and other environmental programs as needed.
- Answer telephones and assist customers at the counter.
- Train to provide backup assistance with processing complaints and animal bites.
- Operate office equipment.
- Complete required training for emergency preparedness and cross-train on other office functions.

Required Knowledge, Skills and Abilities
<ul style="list-style-type: none"> • 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
- 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
- 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 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?	FULL
Is this a 100% GRANT FUNDED position?	NO

Please send resume with cover letter explaining your interest in this position or special qualifications to: BOH@butlercountyohio.org. Position is posted on our website: 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