



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - [www.nchd.org](http://www.nchd.org)

## **NORTHEAST COLORADO HEALTH DEPARTMENT**

### **JOB TITLE:**

**UPDATED: December 2019**

**Administrative Assistant/Environmental Health Technician**

**Full Time (40 hours per week), Non-exempt**

**Hourly - \$12.50 per hour**

### **GENERAL STATEMENT OF DUTIES:**

This position will demonstrate a well-rounded approach and possess positive communication skills in performing administrative duties. This position acts as a data processor for the Department and provides general program support as needed. This position will provide support to the Environmental Health staff in investigation, data collection and sampling. This position also provides general program support as needed.

### **SUPERVISOR:**

Environmental Health Manager

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.*

Provides program assistance the Environmental Health and Emergency Preparedness & Response programs within NCHD. Creates and maintains databases and spreadsheets for a wide variety of NCHD needs. Enters data on the computer as assigned and as needed. Creates and maintains general office files. Orders and distributes lab and office supplies as needed.

Accounts for all funds coming in and bills accounts as needed

Performs water quality sampling and testing in the laboratory

Composes and types correspondence. Researches, compiles and dispenses information to citizens, businesses and other governmental agencies regarding departmental transactions. Interprets and explains departmental rules, regulations and procedures to the public.

Establishes and maintains effective working relationships with coworkers, the public, community-based organizations and other agencies.



Performs receptionist duties, conducts official departmental business with citizens, greets and assists the public; screens callers and customers, directing callers to the appropriate employee; gives routine information requiring some knowledge of agency policies and procedures.

Schedules and confirms appointments, meetings and travel arrangements. Performs duties which facilitate the efficient operation of the office; operates all office equipment with speed and accuracy; run postage meter and copier/printer reports for assigned office.

May perform a variety of bookkeeping procedures to aid in the operation of the department, as provided for by the fiscal policies.

Travel and attend workshops and seminars as required by Environmental Health and EPR.

Performs other duties as directed or assigned by supervisor or management.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication skills and be able to work with a wide range of people/professionals/agencies.
- Excellent organizational skills
- Excellent computer skills, word processing (Microsoft Office), typewriters, calculators, phone systems and fax machines; ability to make simple mathematical computations.
- Considerable knowledge of grammar, spelling and punctuation.
- Ability to provide courteous and sensitive customer services to clients and public of diverse cultural and socio-economic backgrounds.
- Ability to follow written and oral instructions.
- Working knowledge of office practices and procedures.
- Ability to be a self-starter and have time management skills
- Ability to multi-task and prioritize
- Contributes to building a positive team spirit and supports coworkers' efforts to succeed.
- Familiarity with public health
- Ability to establish and maintain effective working relationships with other NCHD employees, community and public

#### WORKING ENVIRONMENT:

Must have familiarity with copy machines, computers, calculators, telephones and phone systems, fax machines, etc.

Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling. Stairs are present in many settings.

Skills and activities require fine motor dexterity, grasping and manipulating office equipment, ability to distinguish small objects at near and far distances, ability to participate in routine conversation in person or via telephone, and distinguish auditory tones associated with an office environment and ability to speak clearly.



Travel is expected of all staff throughout the 6 county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma).

The climate and/or temperature may not be comfortable at times.

Non-smoking environment. Drug free workplace.

### HIPAA STATEMENT

Maintain sensitive and confidential client information according to the HIPAA policy.

### EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employee response, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness and response, as required. Completes trainings identified as appropriate for this level employee.

### QUALIFICATIONS

High school diploma or GED. Two years of experience in secretarial or data processing field preferred.

Must possess a valid driver's license.

Bilingual (English/Spanish) skills preferred, but not required.

*The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws and values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, NCHD celebrates diversity in the workforce.*

### OTHER:

The Administrative Assistant/Environmental Health Technician position is a full-time position funded by grants, contracts and per capita contributions. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.

I have received and reviewed the job description for the Administrative Assistant/Environmental Health Technician position. I further understand that this position may end at any time due to funding deficits and shortfalls.



*- Serving Logan, Morgan, Phillips, Sedgwick, Washington and Yuma counties since 1948 -*