

# Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



## JOB OPPORTUNITY

|                                      |                                                |
|--------------------------------------|------------------------------------------------|
| <b>Job Title</b>                     | <b>Environmental Health Support Clerk 1</b>    |
| <b>Team</b>                          | Environmental Health                           |
| <b>Supervisor</b>                    | Environmental Health Director                  |
| <b>Director</b>                      | Environmental Health Director                  |
| <b>Programs</b>                      | All Environmental Health Programs              |
| <b>Funding Sources</b>               | Levy funded                                    |
| <b>Civil Service and FLSA Status</b> | Classified, non-exempt                         |
| <b>Appointment Status</b>            | Full-time                                      |
| <b>Grade/Classification</b>          | 15                                             |
| <b>Insurance Benefits</b>            | Eligible for full-time benefits                |
| <b>Leave Benefits</b>                | Eligible for vacation, personal, holiday, sick |
| <b>Pay Range</b>                     | \$15.13 - \$21.49                              |
| <b>Regular Hours</b>                 | 40 hours per week                              |
| <b>Date Posted</b>                   | 11/20/2025                                     |
| <b>Candidate Review</b>              | Rolling basis beginning 11/24/2025             |

### **JOB SUMMARY**

The Environmental Health Support Clerk provides administrative support within assigned programs by processing applications, licenses, and payments, maintaining databases and inventory, and handling correspondence and reporting. Prepare specimens for shipment, assists with scheduling and supports program staff with clerical tasks. Coordinates meetings, takes minutes, and ensures accurate document preparation.

### **EDUCATION & QUALIFICATIONS**

High School Diploma or equivalent with coursework in office practices, plus one (1) year of related experience; or any equivalent combination of education, training, and/or experience. Must maintain a driving record that meets the insurability requirements of the Health District's insurance provider and provide proof of insurance for a personal vehicle.

### **ESSENTIAL FUNCTIONS**

- Processes applications, licenses, permits, and registrations within assigned programs; maintains accurate files and databases
- Prepares invoices, processes payment, orders supplies, and manages program inventory
- Drafts, proofreads, and sends correspondence; prepares reports; and ships specimens and samples as required
- Provides clerical and scheduling support to program staff, including preparing meeting minutes and coordinating department meetings and events
- Greets clients at the front counter, answers phone calls, and distributes informational materials such as brochures and applications

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health

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emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of government structures and processes, office practices and procedures, and principles of public and interpersonal relations, proficient in typing, filing, basic mathematics, grammar, and spelling; skilled in time management and problem solving, ability to define problems, collect and analyze data, and draw valid conclusions; communicate effectively both verbally and in writing, capable of training or instructing others, following technical manuals or verbal instructions, and work cooperatively with coworkers and the public. Demonstrate sensitivity to others' concerns and maintain professionalism in public facing interactions, proficient in using office equipment and software programs.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

## **ORGANIZATION OVERVIEW**

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

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Shannon Hackathorne

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Clark County Combined Health District

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Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.