

Job Description

Position Title:	Clerk	Grade Level:	10
Department	Board of Health	Date:	04/18/2024
Reports to:	Board of Health Director	FLSA Status:	Non-exempt

Definition

The Clerk/Office Manager is responsible for the daily administrative functions of the Board of Health and serves as secretary to the Board; other related work, as required.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responds to inquiries and requests for information from the public pertaining to public health issues and provides assistance to other employees and town departments; provides interpretation of policies and makes appropriate referrals; receives and records complaints.

Assists the Health Director with the organization of public health programs and special projects, including the administration of grants.

Maintains records of expenditures; processes accounts payable for the department; prepares payroll; monitors the budget for expenditures and makes departmental payments to the treasurer of monies received.

Receives, records and collects fees for permits and licenses and submits payment to the Treasurer; maintains files of applications, notices and certifications.

Assists the Public Health Nurse at clinics; assists with schedules and appointments.

Schedules appointments for inspections; follows up with inspectors or applicants regarding violations; completes mail merge monthly for upcoming expirations; prepares and sends abatement notices; maintains related records.

Performs administrative duties for the Board of Health.

Prepares a variety of documents, correspondence, violation notices and reports; maintains department files and records.

Researches and compiles statistical data.

Reviews applications for accuracy before processing in the electronic permitting system.

Coordinates application process and inspections for permits for Keeping of Domestic Animals with the Animal Inspector/Animal Control Officer.

Oversees the work of temporary office staff.

Performs similar or related work as required, or as situation dictates.

Hull, Massachusetts
Clerk/Office Manager- Health Department

Job Description

Supervision Required

Works under the general direction of the Health Director following department rules, regulations and policies, requiring the ability to plan and perform operations, and independently complete assigned tasks according to prescribed time schedules

Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures; issues requiring policy interpretation are referred to the supervisor.

Work Environment

Work is performed under busy office conditions, with considerable public interaction. The workload is subject to seasonal fluctuations; regular schedule includes occasional evening meetings of the Board of Health.

The employee operates standard office equipment.

The employee has contact with public, other town departments, state and federal agencies concerning public health issues; contact is in person, by telephone, fax, e-mail, and in writing and requires excellent interpersonal skills.

The employee has access to personnel files and legal proceedings.

Recommended Minimum Qualifications

Education and Experience:

High school diploma; training in office procedures and secretarial skills; two years of office experience; municipal and/or public health experience preferred; or an equivalent combination of education and experience.

Knowledge, Ability and Skill: Knowledge of office practices and procedures; familiarity with rules, regulations and procedures pertaining to public health functions.

Ability to interact tactfully and appropriately with the general public and other town departments; ability to work independently and prioritize tasks; ability to maintain detailed records and meet deadlines; ability to maintain current knowledge of state regulations; ability to communicate clearly, both orally and in writing.

Computer skills; excellent customer service skills; planning and organizational skills; written and verbal communication skills.

Physical Requirements

Minimal physical effort is generally required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.