



Position: Office Specialist

Assignment Location: 635 N. Erie St. Toledo, OH

Minimum Qualifications:

- High School Diploma or Equivalent.
- Must have two (2) years of documented practical work experience in an office environment.
- Customer Service experience.
- Familiar with Microsoft Word, Excel, Microsoft Office software or similar software.
- Familiar with Paymentus or other payment software.
- Experience with excel functions such as data entry and formulas.
- Well versed in the preparation and maintenance of office records and reports Must have and maintain throughout employment a valid driver's license, reliable transportation, and be insurable under the Lucas County Commissioners Risk Management.

Responsibilities:

1. Processes complaints for all Environmental Health programs, enters complaints into the Environmental Health software database, and directs the complaint to the appropriate area.
2. Logs and processes applications and payments for Environmental Health program permits/licenses which includes but is not limited to septic, well, food, public swimming pool, campground, and body art establishment programs.
3. Process deposit records daily, balance program invoices, and program transmittals to submit to the Ohio Department of Health as required.
4. Maintains and tracks data for CDBG rodent grant, enters data into the appropriate database, and attends mandatory CDBG rodent grant meetings when required.
5. Maintains and tracks data for the Childhood Lead Poisoning Prevention Program, which may include handing out cleaning kits, educational materials, and entering blood lead level information in the appropriate database to process insurance payments.
6. Assists clients with the application and payments.
7. Provides program information and program tracking data for Environmental Health programs as needed.
8. Compiles data provided by staff and enters it into the appropriate software to provide accurate records in order to complete cost methodology, data tracking, and program management.
9. Supports staff with by assisting with administrative projects and pulling files and documents.
10. Answers phones, emails, and other communications; takes messages, directs calls to appropriate individuals, and performs specialized clerical tasks for assigned division.
11. Mails and/or emails a variety of documents including, but not limited to, septic and well layout cards, food and sewage plan review approvals, denial letters, etc.
12. Composes tailored correspondence in response to inquiries from the general public. Correspondence may include but not limited to forms, legal documents, reports, emails, articles, labels, board resolutions, meeting minutes.
13. Assists with ordering supplies for the Environmental Health Department.
14. Enters data or information from a variety of source documents into a software system and visually verifies accuracy. Makes corrections to information as needed.

15. Creates appropriate forms and prepares bills, orders, notes, receipts, permits, and licenses as needed. Reviews the accuracy, completeness, and relevancy of information of these documents.
16. Organizes, classifies, and files documents. Prepares and maintains appropriate file structure; additionally responsible for the retention and storage of any required historical documents.
17. Assists and works with other clerical staff as needed. This includes, but is not limited to, completing mail runs, sorting and distributing mail, and covering other clerical areas, such as the food division, front desk area, etc.
18. Adheres to PHAB core competencies including, but not limited to: T1: 1.2.1, 1.2.2, 1.2.3, 2.1.1, 2.1.2, 2.2.5, 2.4.5, 3.2.1, 3.2.2, 3.3.3, 3.3.5, and 4.1.4.
19. Participates in quality improvement efforts and achieving PHAB accreditation requirements. This position will be responsible for using quality improvement (QI) processes and/or techniques to improve the effectiveness of the assigned public health program.
20. Attends and participates in conferences, seminars, trainings, or related education classes as assigned.

ADA Specifications:

This position is classified as Office -1 setting and performs a wide range of functions for the Toledo-Lucas County Health Department. Further information may be obtained from Human Resources.

Disclaimer:

The essential duties and responsibilities defined within this position description are not an all-inclusive list, but a general summary of purpose and primary function of the position. An individual employed in this position may be asked or assigned to perform a wide-range of related tasks, within the scope of the position, department/division, union affiliation, etc. as deemed appropriate by management.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Mail: Toledo-Lucas County Health Department
Attn: Human Resources
635 N. Erie Street
Toledo, Ohio 43604

The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.