



**POSITION AVAILABLE**

**Position:** Environmental Health Records Technician I/II

**Department:** Environmental Health

**Office:** Environmental Health

**Posting Date:** July 1, 2022

**Hours:** Full-time, M - F 8 am - 4:30 pm

**Starting Salary:** A12/I Step I-\$16.97/per hour -\$35,297.60  
A13/II Step I -\$18.28/per hour -\$38,022.40

*\* salary commensurate with relevant work experience*

**Minimum Qualifications:**

- A High School diploma or equivalent, with coursework in keyboarding, and knowledge of office practices and procedures utilizing PC and standard word processing software
- Experience with computer applications/software, including MS Office and ability to type 35 wpm
- Current valid Ohio driver's license & access to a motor vehicle
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional changes in responsibilities and working locations/ hours

**Preferred Qualifications:**

- Two years' work experience of clerical administrative support including knowledge of Microsoft 365
- Experience working with multi-line telephone system
- Excellent customer service skills

**Responsibilities include but not limited to:**

- Receives payments for Environmental Health and balances cash drawer
- Processes service applications, licenses, and permits
- Assist contractors /public with paperwork and answers questions specific to program/assigned area
- Operates office equipment (i.e. personal computer, photo copier/printer, fax and credit card machine)
- Answers multiline telephones, which includes handling inquiries/complaints and giving routine information

**PHDMC provides a quality, affordable and competitive healthcare benefits package, including the following:**

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

**How to apply:** Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings)

Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County

117 South Main Street, 2<sup>nd</sup> Floor

Dayton, Ohio 45422

Fax (937) 496-3070

[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Closing Date to Apply:** July 31, 2022 or until position is filled

**Position is subject to a criminal background check**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for a position with Public Health.

**PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**