

**BENTON COUNTY DEPARTMENT OF HEALTH AND LAND USE
ADMINISTRATION**

**JOB DESCRIPTION
FOR
SEASONAL ENVIRONMENTAL HEALTH AND LAND USE ASSISTANT**

DEFINITION

Under limited supervision assists the Administrator and Technician in carrying out the duties and program responsibilities by providing clerical and technical support services of major diversity and scope. The duties include office management and other specialized functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform the necessary record keeping, sampling, and procedures of the program.
- Relieves the Land Use Administrator and Technician of administrative duties such as typing reports, filing, and maintaining accurate records.
- Provides the public with accurate information concerning all environmental health laws, regulations, procedures and ordinances.
- Provides the public with accurate information concerning county land use, subdivision, and floodplain management regulations, procedures, and ordinances.
- Performs all procedures for follow up of rabies investigation.
- Processes all land use applications and prepares public hearing notifications.
- Perform procedures for information retrieving in other county offices, in order to obtain necessary data required.
- Edits materials from drafts or other means; may take and transcribe minutes of meetings or conferences; and will compose and type routine letters and notices.
- Maintain all appointment schedules; receive visitors in the office; and answer telephone calls, either disposing personally of matters or making referrals to the appropriate office or official in charge.
- Maintain effective, harmonious, and reasonable work relationships with all county offices and staff.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and or ability required.

1. **EDUCATION AND EXPERIENCE** – Requires a minimum of high school diploma or equivalent. The ideal candidate will have prior experience in an office, administrative support role, or environmental health.

2. **LANGUAGE SKILLS** – Ability to read, analyze and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to effectively communicate verbally and in writing with all contacts.
3. **TECHNICAL SKILLS** – Computer proficiency; Knowledge of Microsoft Office applications
4. **OTHER SKILLS AND ABILITIES**
 - Ability to multi-task and prioritize job activities.
 - Ability to produce accurate, professional and error-free documents.
 - Ability to accurately interpret legal descriptions.
 - Ability to use various hand tools.
 - Ability to maintain confidentiality of information.
 - Ability to develop and maintain positive interpersonal relationships with internal and external customers and peers; and the ability to provide informative and professional assistance.
5. **SPECIAL NECESSARY REQUIREMENTS** – Regular work attendance is required. Must hold a valid State of Iowa Driver’s License and be insurable under county guidelines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to stand for considerable periods of time and walk some distances. Use of arms and hands is frequent. Occasional lifting of objects up to 20 pounds and occasional exertion of up to 50 pounds of force is necessary. Visual requirements of this job are similar to those classified as machine operators, inspection, close assembly, clerical and administrative.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job requires indoor and outdoor work. The employee is subject to the elements, such as heat, cold, rain, snow. Various hazards, including moving machinery and parts, loud noise, electrical current, chemicals, odors (including human and animal waste, filth, live and dead animals) may also be encountered. The employee may have to walk on uneven ground and slick surfaces, or climb steep inclines to perform the duties of the job. This worker may be subject to the hazards involved with dealing with persons who may become volatile or upset. Travel within the county is required.

THE ABOVE DECLARATIONS ARE NOT INTENDED TO BE AN “ALL-INCLUSIVE” LIST OF THE DUTIES AND RESPONSIBILITIES OF THE JOB DESCRIBED OR OF THE SKILLS AND ABILITIES REQUIRED TO PERFORM THE JOB. RATHER, THEY ARE INTENDED ONLY TO DESCRIBE THE GENERAL REQUIREMENTS OF THE JOB.