Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Environmental Health and Safety Division is accepting applications for a full-time Office Clerk to work in an office setting to provide clerical support such as scheduling, filing, emailing, basic word processing, to coordinate food safety training and to perform related duties, thereby promoting a safe and healthy community. This position will be based at our District Office currently located at 8001 Veterans Memorial Drive in Florence, KY. We could be waiting for YOU!

**Status:** Full-time (40 hours/week) non-exempt (hourly pay) merit system position  
**Classification:** Office Clerk  
**Band:** 3  
**Starting Pay Rate:** $17.00/Hour to $20.48/ Hour (based on your years of directly related paid experience)  
**Reports to:** Division Secretary

**Essential Functions include, but are not limited to:**

1. **Performs support services for assigned program(s).** (Assists with the general day-to-day duties of Certified Food Managers Class administrative operation. Notifies attendees of class date and related info. Schedules individuals to assigned classes. Coordinates interactions with meeting venue staff.)

2. **Prepares a variety of drafts of correspondence, reports, and forms on behalf of supervisor or others in division.** (Prepares draft memos, letters, and other communications from templates. Updates forms needed by assigned program(s). Prepares simple or routine and non-routine reports. Processes and prints out service request/complaint documents.)

3. **Coordinates meetings/functions/events assigned by supervisor or others in division.** (Maintains assigned calendar(s). Notifies attendees of upcoming meetings and accepts RSVPs. Assists in or procures supplies for meetings.)

4. **Establishes and maintains filing system and/or database.** (Maintains existing filing system(s). Scans records for electronic files and/or reports. Moves paper records to appropriate folders. Purges and destroys records no longer needed. Makes notations on records. Enters data into databases.)

5. **Communicates on behalf of supervisor or others in division.** (Makes phone calls or sends e-mails or written correspondence from specific direction/script/template as assigned.)

6. **Ensures that supplies and equipment routinely used by individual(s) is ready for use.** (Inventories, orders and maintains office supplies routinely used by individual(s). Assists in ordering non-routine office supplies and equipment needed by individual(s). Performs simple maintenance and troubleshooting on office equipment. Refers complex maintenance and troubleshooting to Division Secretary.)

7. **Ensures that routine office functions specific to division are performed to standard.** (Assembles packets and other materials used by program(s) or for meetings from existing materials according to sample. Handles mail. Ensures routing and delivery of items. Handles assigned cash for division. Acts as back-up to Division Secretary as needed or assigned.)

8. **Performs receptionist duties.** (Answers phones. Greets visitors. Forwards calls. Answers non-technical and/or program-specific questions from callers.)

9. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)

10. **Performs other duties.** (Attends work as scheduled or uses approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Serves on internal committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned duties.)
Qualifications:
A valid, active driver’s license, reliable transportation and one of the following is required:
• High school diploma or the equivalent.
• The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Preferred: Same as above plus experience in a medical or clinical setting

To Apply:
Please submit applications through CareerBuilder ONLY (www.careerbuilder.com).

We’re sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.

For immediate consideration apply by 12/15/2022.

If you’d like to wait, we’ll accept your application as long as the position is posted on CareerBuilder.

Please reference code EHSCL2 on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check and skills test will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – EHSCL2
Please visit our website at www.nkyhealth.org to view other opportunities to join our family.
EEO/M/F/Vets/Disabled/LGBTQ+