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**Date Posted:** November 11, 2023  
**TITLE:** Environmental Assistant II  
**CLASSIFIED** (Classified Position)  
**PAY RANGE:** \$18.60-\$26.03  
(130 working day probationary period)  
**WORK HOURS:** 8:30 A.M. to 4:30 P.M. or comparable schedule  
**IMMEDIATE SUPERVISOR:** Assistant Director of Environmental Health

**GENERAL SUMMARY DESCRIPTION:** The Environmental Assistant II, provides high-level support to Environmental Health Specialists and supervisors in all Environmental Health Programs. The Environmental Assistant II is responsible for support aspects of the environmental division programs including but not limited to:

- Careful oversight of licensing and registration processes.
- Issuing of permits and licenses, remitting fees to the state of Ohio
- Assisting clients in the office and on the telephone
- Preparation and maintenance of office records and reports
- Maintains databases, running of reports, development of spreadsheets in various software platforms
- Maintains and develops files
- Assists supervisors with budgeting and cost analysis, Handling of money, receipting
- Other duties as assigned

This individual must have the ability to work independently and communicate clearly and professionally with the general public under sometimes stressful conditions. Attention to detail and the ability to multi-task is essential. Punctuality, along with consistent and reliable attendance is expected.

**MINIMUM EXPERIENCE/QUALIFICATIONS:**

- Minimum of a high school diploma or equivalent with clerical experience; college degree preferred.
- Ability to work independently
- Experience in regulatory support, or similar.
- A good understanding of the operation and function of an office environment
- Excellent oral and written communication skills
- Strong editing and proofreading skills
- Must successfully pass background check
- Must be well versed in Microsoft Office. Experience in Health Department Information Service (HDIS) and HealthSpace software preferred
- Must possess a valid Ohio driver's license and reliable transportation
- Must be able to provide proof of automobile insurance
- Must have willingness to learn new skills, be adaptable / flexible

NOTE: An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position

**SUBMIT RESUME, COVER LETTER AND NOTARIZED APPLICATION TO:**

Beth Peery  
1840 E. Gypsy Lane Rd  
Bowling Green, Ohio 43402  
Until filled

**DATE SUBMITTED BY:**