



POSITION POSTING

DATE POSTED:	02/26/2026
TITLE:	Environmental Health Office Assistant
CLASSIFICATION:	Full-time; FLSA Non-Exempt; Classified
PAY RANGE:	Starting rate is \$18.67 per hour; Commensurate with experience
WORK HOURS:	General schedule: Monday – Friday 8:30 a.m. to 4:30 p.m.
IMMEDIATE SUPERVISOR:	Environmental Health Director / Assistant Director

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. Our Community Health Center is committed to providing quality medical, dental, and behavioral health care to improve the wellbeing of individuals and families. If you're looking for rewarding work in an organization dedicated to making Wood County a healthier place for all of our residents, a career at Wood County Health Department and the Wood County Community Health Center may be the perfect fit for you!

POSITION OVERVIEW:

The Environmental Assistant performs all support aspects of the Environmental Health division.

ESSENTIAL DUTIES:

- Processes correspondence, newsletters, billing and reports as received from division personnel;
- Copies and collates materials
- Assists with meetings by preparing site, materials and recording meeting minutes;
- Answers telephones and assists callers while communicating clearly and professionally;
- Files necessary documentation and maintains filing system for records;
- Processes mail according to department policy and procedure
- Maintains and orders office supplies;
- Assists with scheduling of lab pick up and communications
- Interacts with and assists clients;
- Ensures databases are up-to-date;
- Complies with agency policies and procedures;
- Observes confidentiality of agency and client information;
- Promotes positive image of the agency;
- Collects, processes and records payment for services;
- Billing for division programs as needed

Miscellaneous

- Assists agency and community in preparing for, responding to, withstanding and recovering from public health emergencies;
- The ability to drive to off-site locations, as required;
- Complies with the policies and procedures of the Wood County Health Department including the Motor vehicle and equipment policies;
- Adheres to both federal and state civil rights and anti-discrimination laws;
- Engages in personal career growth and development activities;
- Regular and punctual attendance;
- Other duties, as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Qualified employees shall possess the following:

- High school diploma, or equivalent
- Must possess a valid Ohio driver's license and reliable transportation. License must be maintained throughout employment.

PREFERRED QUALIFICATIONS:

- College degree preferred
- Prior experience in an office environment
- Prior customer service experience

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of public health laws, regulations and standards as defined by federal, state and local governments;
- Must be proficient in the use of a computer using Microsoft Word, Excel, licensing/permitting/receipting software
- Exceptional oral and written communication skills.
- Ability to drive to offsite locations as needed.
- Must have willingness to learn new skills, be adaptable / flexible.
- Provide proof of automobile insurance.
- The ability to successfully pass a background check.

BENEFITS

Full-time employees working at the Wood County Health Department and Wood County Community Health Center receive a generous benefits package that includes:

- Medical, dental, vision and prescription drug coverage, through the Wood County, Ohio Employee Benefits Plan.
- Paid time off including vacation time, sick leave and 12 federal holidays
- Participation in the Ohio Public Employees Retirement System (OPERS)

Final candidates must successfully pass a background check and provide proof of current automobile insurance.

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.

Application materials accepted until:	The position is filled.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found here: Wood County Employment Application Application materials submitted without all required documents will be considered incomplete.
Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 WCHDHumRes@woodcountyohio.gov

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email WCHDHumRes@woodcountyohio.gov or call 419-352-8402 Ext. 3226.