



MAHONING COUNTY PUBLIC HEALTH

PREVENT · PROMOTE · PROTECT

POSITION DESCRIPTION:	Secretary
POSITION DESCRIPTION APPROVED:	6/16/24
RESPONSIBLE TO:	Director of Nursing Division
RATE OF PAY:	\$ 18.17-20.46 /hour Based on previous experience

JOB SUMMARY: This position is responsible for a multitude of duties within assigned areas of the health department. It includes a combination of general clerical duties including, but not limited to: general word processing and typing, answering telephones and scheduling appointments, receiving over the counter fees from customers and issuance of receipt and related documents, working at clinics, opening and distribution of mail, taking minutes of various meetings, input of data into EDP system, and maintaining accurate and orderly files.

ESSENTIAL FUNCTIONS:

- Carry forth the vision and mission of the Mahoning County Public Health supporting the quality management principles, and work toward the agency and program goals.
- Excellent communication skills and ability to work independently
- Consistently maintain a customer service and customer education posture when interacting with internal and external customers of the Board of Health.
- Answer telephones and schedule appointments or direct incoming calls to appropriate parties.
- Receive over the counter fees from customers and issuance of receipt and related documents.
- Input data into EDP system.
- Typing and general word processing.
- Open and distribute agency mail.
- Record minutes of various meetings, if necessary.
- Serve on relevant local community and interagency committees. E.g., participates with management and staff for Continuous Quality Improvement (CQI), Strategic Planning, and Public Health Accreditation Board (PHAB) committees.
- Perform other duties as assigned.

ORGANIZATIONAL DUTIES:

- Participate in continuous quality improvement (CQI) team projects and CQI training initiatives as applicable or required. Incorporate the principles of CQI into daily work activities.
- Participates in public health emergency response activities as needed or directed. Includes the completion of Incident Command System/National Incident Management System trainings.
- Attend and participate in agency training, events, and activities including but not limited to: Strategic Planning, Community Health Assessment/ Community Health Improvement Planning, Workforce Development, MCPH Ethics Committee, Safety and Building Capitol Improvement Committees.
- Gathers and organizes documents to satisfy public records requests for Finance Division.
- Assists in maintaining Public Health Accreditation Board (PHAB) accreditation status.

MINIMUM QUALIFICATIONS:

- High school degree with basic word processing and data entry knowledge
- Valid driver's license and liability insurance to travel to clinics and seminars
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

PREFERRED/DESIRED QUALIFICATIONS:

POSITION CORE COMPETENCIES*: Tier 3

Analytic/Assessment Skills

Policy Development/Program Planning Skills

Communication Skills

Cultural Competency Skills

Community Dimensions of Practice Skills

Financial Planning and Management Skills

Leadership and Systems Thinking Skills

*Core Competencies for Public Health Professionals, Council on Linkages Between Academia and Practice.

http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf