

POSITION OPENING

Environmental Clerk – Health Dept.- Part Time

DUTIES

- Assist clients with courtesy and respect in providing the client services.
- Answer phones and relay messages to Environmental specialists as needed.
- Knowledge of and ability to use Microsoft programs.
- Ability to scan and file materials as needed.
- Collect fees from applications, releases, plan review, abandonment, permits, etc.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.
- Perform duties in compliance with state and Federal regulations, as well as County policies and procedures under department supervision.
- Perform other related duties as required.

REQUIREMENTS

High School Diploma or GED.

Ability to use courtesy and respect in providing client services.

Knowledge of legal requirements and proper procedures for processing, filing, certifying, and releasing environmental information.

Working knowledge of and ability to make practical application of basic accounting and bookkeeping practices and principles.

Ability to stay abreast of constant changes in Environmental legislature.

Must possess a valid Driver's License, a demonstrated safe driving record, in addition, Must submit to a background check and a drug screen.

Send resume/application to Doug Baer at dbaer@dearborncounty.in.gov