



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **PUBLIC HEALTH ASSISTANT**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 4/11/2018
Revised: CSM 8/8/18

DISTINGUISHING FEATURES OF THE CLASS:

The work involves providing administrative clerical support to ensure efficient operation of the Public Health Department. The Public Health Assistant provides support to the directors and employees through a variety of tasks related to organization and communication. The incumbent is responsible for handling confidential and time sensitive materials. The role is placed organizationally in the Community Health Services Division. An employee in this class does not exercise supervision.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Populates social media sites (webpage, Facebook, etc.) with stable, dynamic and emergent informational and educational messaging developed with oversight from division directors and/or designated staff;

Collects, transports, packages and ships water and other environmental samples assigned utilizing appropriate collection and shipment procedures;

Supports educational outreach initiatives with in-person presence at special events, through delivery and posting of printed material to targeted locations, engaging in conversation and referring to other staff and resources as appropriate;

Utilizes established computer based programs to support primary initiatives; e.g. utilizes New York State Department of Commerce System to enter data and generate reports for grant requirements, information sharing, program operation e.g. Healthy Neighborhoods, Lead Web, Public Water Database, Emergency Room Surveillance, Nurse Family Partnership Programs;

Utilizes eHealth program to provide scheduling and insurance information for immunization clinic operations and billing information;

Utilizes medical records software to generate information for reports, medical records and compliance mandates;

Liaison with medical office staff to seek clarifying information for immunization records, medical order timeliness, referral paperwork;

Answers main department phone line in customer friendly manner, providing direction or referrals as merited;

Assists in development of printed materials through use of various resources for updating, refining or creating materials for all division programs as requested;

Provides organization and record keeping for mandatory staff in-services;

Participates in Emergency Preparedness initiatives;

Researches available resources when given special assignments or projects;

Others duties as requested or required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Excellent time management skills and ability to prioritize work within varied programs; excellent written and verbal communication skills; thoroughly demonstrates attention to details and problem solving skills; ability to complete duties accurately with a high quality and in a timely manner; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to complete duties accurately and ability to understand and carry out oral and written directions; ability to work independently under time constraints; ability to take direction and guidance well and respectfully contribute to discussions; ability to get along well with others; ability to write legibly, clerical aptitude; neatness, accuracy; tact and courtesy; integrity; good judgement.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college with a Bachelor’s Degree in Health Sciences, Environmental Health Sciences, Human Services, or related field; AND one (1) year of recent work experience specializing in Health Sciences, Environmental Health Sciences, Human Services, or related field; OR
- B. Graduation from a regionally accredited or NYS registered college with an Associate’s Degree in Health Sciences, Environmental Health Sciences, Human Services, or related field; AND two (2) years of recent work experience specializing in Health Sciences, Environmental Health Sciences, Human Services, or related field; OR
- C. Graduation from high school or possession of a general equivalency diploma (GED); AND four (4) years of experience specializing in Health Sciences, Environmental Health Sciences, Human Services, or related field; OR
- D. Any equivalent combination of (A, B, or C) above.

SPECIAL REQUIREMENT(S):

Possession of a current valid New York State driver’s license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.