



**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; 1/18/22

DISTINGUISHING FEATURES OF THE CLASS:

The work involves providing administrative clerical and field support to ensure efficient operation of the Public Health Department. The Public Health Assistant provides support to the directors and colleagues through a variety of tasks related to organization public communication and field data collection and delivery. The incumbent is responsible for handling confidential and time sensitive materials. The role is placed organizationally in the Community Health Services Division and Environmental Health Division, but may cross divisions as requested for support. 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 software and database programs to support primary initiatives; seek information, general reports and related correspondence e.g. enters public water data into NYSDOH database system and tracks compliance with public water monitoring system and enters septic system data into County septic system and tracks compliance with inspection requirements;

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

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

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

Assists in development of materials through use of various resources for educational purposes for all division programs as requested;

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

Participates in Emergency Preparedness initiatives;

Participates in special assignments or projects;

Updates information on Public Health social media sites with oversight of public information officers or division director;

Utilizes software programs to generate reports and related correspondence;

Assists in mandatory training of wastewater system inspector under the direction of the Environmental Health Director or designee;

Liaison with wastewater system inspectors to resolve issues;

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.