



Kittitas County, WA
Employment Opportunity

PUBLIC HEALTH TECHNICIAN

Salary	\$4,044 - \$5,441 per month	Location	Ellensburg, WA
Job Type	Full-Time	Benefits Status	Benefit-Eligible
Department	Public Health	FLSA Status	Non-Exempt
Opening Date	4/08/2024	Closing Date	4/22/2024

Description

The Kittitas County Public Health Department is currently seeking qualified candidates for the position of Public Health Technician. This position provides administrative, operational, programmatic, and environmental health technical support for the Public Health Department. Anyone who meets the qualifications stated in the job description is encouraged to apply.

Essential Functions

Environmental Health Operations

- Complete intake, review, and processing of environmental health permit applications including, but not limited to on-site septic applications, adequate water supply determinations, food establishment permits, solid waste permits, public pool and spa permits, etc.
- Provide technical assistance to customers for environmental health services, including application completion, record research, permit research, and water sample assistance.
- Complete and maintain data entry related to environmental health permitting and other databases.
- Prepare mailings related to environmental health permitting.
- Assist with Environmental Health filing and archiving.
- Field Environmental Health related complaints and reports including documentation and forwarding to appropriate staff for follow up.
- Respond to environmental health related correspondence as appropriate.
- Communicate with customers and other County departments regarding the status of applications and permits.
- Learn and utilize technology necessary for Environmental Health permitting including, but not limited to the County intranet, permitting applications, mapping applications, databases, etc.

General Administrative and Department-Wide Operations

- Answer multi-line phones and greet customers with courtesy and high level of professionalism.
- Connect customers with other public health employees as needed.
- Financial transactions including fee collection, receipting, depositing, insurance billing, sliding fee scale application, revenue and expense coding, account balancing and correcting discrepancies.
- Carry out duties of vital records and food handler permit programs, serve as Deputy Registrar for vital records and follow the RCWs for registering and issuing of death and birth certificates.



- Assist with department operations including vehicle maintenance and data, facility organization and function, supplies, asset and computer inventory, shared equipment management, etc.
- Assist with department-wide records management, filing, and archiving.
- Assist department fiscal analyst with accounting functions.
- Assist with maintaining and updating department forms, materials, applications, and external website.
- Assist with data entry tasks and drafting correspondence, forms, reports, etc.
- Assist with department material editing.
- Process daily mailings and run department errands as needed.
- Maintain a clear understanding of all department programs and services.
- Assist other divisions with program related tasks as needed.

Community Health Clinic Operations

- Clinic duties such as charting, scheduling appointments, and maintaining medical records.
- Learn and utilize technology necessary for clinic operations including, but not limited to the County intranet, medical records software, insurance billing software, databases, etc.
- Comply with HIPAA confidentiality requirements.

Back up Chief Administrator

- Assist the administrative supervisor with projects and assignments as needed.
- Assist with board clerk functions related to the Kittitas County Board of Health and the Board of Health Advisory Committee including, but not limited to: creating agendas, communications, taking minutes, etc.

Minimum Qualifications

- High School Diploma or GED.
- One (1) year of experience in customer service.
- Valid Washington State driver's license.
- Must document immunity or provide proof of vaccination against vaccine-preventable diseases as recommended for health care workers by the CDC's Advisory Committee on Immunization Practices OR must be willing to undergo the necessary vaccinations through the Public Health Department; OR must sign a waiver to decline to receive vaccines based on documented medical or religious reasons.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Required Knowledge, Skills, and Abilities

- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Must maintain confidentiality and be able to work independently.
- Strong organizational and multi-tasking skills.
- Strong verbal and written communication skills and ability to comprehend and follow verbal/written instructions.
- Knowledge of general office procedures and ability to operate office equipment such as copy machine, computer, calculator, fax machine, shredder, mail machine, etc.
- Strong proofreading and editing skills.
- Ability to read, revise and interpret complex documents, policies and procedures.
- Ability to prepare agendas and minutes.



- Ability to maintain excellent public relations with consistency while serving a diverse population.
- Ability to provide accurate cashing and recording through receipts of transactions.
- Ability to cooperate and interact professionally and effectively with co-workers and other County departments.
- Reliable attendance.

Preferred Qualifications

- Experience with cashing and cash receipts control.
- Education or experience in a health-related field.
- Previous experience in a government setting.
- Demonstrated ability for accuracy and quality in preparation of documents and reports.
- Bilingual in Spanish (written and verbal).

Benefits

Kittitas County offers comprehensive healthcare, retirement, and leave benefits to eligible employees. To learn more about the County's benefits, visit the Benefits page on the Kittitas County website:

<https://www.co.kittitas.wa.us/hr/benefits.aspx>

Working Conditions

Work is typically performed in an office environment, but could include others such as vehicles, public meeting locations, medical facilities and private residences. Must be able to stand, walk, sit, crouch, kneel, stoop and grasp. Must be able to traverse a variety of surfaces and ascend/descend stairs. Must be able to read printed materials and a computer screen; must possess hearing and speech to communicate clearly in person or over the telephone. Must be able to lift up to 25 pounds; potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times.

Travel throughout the county and the local region is required; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties but will be reimbursed for mileage.

The standard workweek is Monday-Friday, 8AM-5PM; however, at times there are variations in working hours that will include occasional evening and weekend work. Regular and reliable attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and three (3) personal references