



# VICTORIA COUNTY

## PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria, TX 77901

**Position: Environmental Administrative Secretary**

**2024**

**Full-time Position**

**Salary: \$14.75 - \$17.33**

**Essential  
Non-Exempt**

**Open until filled**

### **SUMMARY**

Provides secretarial support for the Environmental Public Health staff. Responsibilities include office duties and clerical support services that are confidential, specialized, and/or technical in nature. This position must have the ability to work effectively with members of the public to ensure efficient and effective delivery of services at a high professional standard. The position is under the supervision of the Environmental Supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clerical support for Environmental Public Health programs.
- Clerical back-up support for Administration and Community Health programs.
- Customer service via phone and in person, directing the client to the correct staff.
- Collect fees for services.
- Maintain office supplies by checking inventory and order items.
- Composition of reports and correspondence.
- Compilation of program data.
- A working knowledge of Microsoft Office programs, including Word and Excel.
- Schedules septic inspections; enter new septic files, septic contracts, and service contracts for Victoria, Calhoun and DeWitt counties.
- Provides clerical support to program staff.

- Process new food establishment applications, yearly food permits, temporary permits, bake sales, county complaints and change of ownership for Victoria, Jackson, Calhoun and DeWitt counties.
- Process new septic applications, septic complaints, requests for information (on-site septic design), property ID location and maps and daily scheduling of septic inspections for Victoria, Calhoun and DeWitt counties.
- Operates and maintains office machines and equipment essential to clerical and communications responsibilities.
- Files food files, septic contracts, service contracts and septic files daily.
- Enters complaints about restaurants.
- Enters General Sanitation complaints.
- Organizes and alphabetize food permits for Victoria, Calhoun and DeWitt counties
- Process mail that may require attaching related correspondence or information before forwarding, respond to mail that can be handled personally, identify priority and/or time sensitive matters, while maintaining security and confidentiality.

This is a “summary” of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive, thus, other related activities or tasks may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The requirements listed below are representative of the education and/or experience, knowledge, skill, and/or abilities necessary to perform this job.

### **EDUCATION AND/OR EXPERIENCE**

- Education equivalent to graduation from an accredited high school.
- Minimum of 1 year of progressive responsible experience in general clerical work.

### **OTHER SKILLS**

- Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers.
- Ability to print and speak simple sentences.

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to get along well with the public and co-workers.
- Ability to communicate in verbal and in written form.
- Ability to work with a computer.
- Ability to prioritize work.
- Ability to complete assigned items in a timely manner.
- Ability to apply common sense understanding to carry out simple one or two step instructions.
- Ability to deal with standardized situations with only occasional or no variables.
- Ability to function as a working member of a group or team, as well as individually, with supervision.
- Bilingual (Spanish/English) abilities, an asset.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a valid Texas Driver's License and proof of automobile liability insurance.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk, and/or hear over 2/3 of the time.
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, under 1/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting none of the time.
- Close vision, at 20 inches or less, and distance vision, at 20 feet or more, is required, with or without correction.

- Must be in good general health in order to perform the duties of this position.
- Must be able to sit at a desk, use a computer, keyboard, answer the telephone, etc.

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to wet or humid conditions, work near moving mechanical parts, work in high or precarious areas, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather), risk of electric shock, work with explosives, risk of radiation, and/or vibration occurs none of the time.
- Exposure to moderate noise levels.
- Some of the duties involve sitting at a desk in a climate controlled environment.
- Employee will experience multiple encounters with the general public, with employees, and with supervisors throughout the day.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901