

CARBON COUNTY
ENVIRONMENTAL HEALTH

POSITION: Environmental Health Clerk, Temporary assignment, 30 hours/week

JOB DESCRIPTION: Perform receptionist duties, including screening telephone calls and visitors for Dept. Answer a variety of routine questions related to the Department functions, procedures, regulations, and programs. Compile Licensed Establishment inspection forms, confirm completeness, and conduct data entry into MTDPHHS database system for reporting. Compile On-Site Wastewater post-inspection forms, photographs, and engineering materials for uploading into permanent digital archive.

WAGE: \$19.88/hr

QUALIFICATIONS: Must be highly computer-proficient with keen attention to detail with utmost accuracy. Computer software to include MS Office, Adobe Acrobat, and various cloud-based software. Must have office skills including call-handling, typing, filing, and operating office machines. Able to work well with people while maintaining professionalism. Able to multi-task under stressful conditions while serving challenging customers. Able to work productively with minimal supervision. Preferred: Map compiling and map reading skills.

This is a temporary position that will be reviewed at the end of fiscal year (06/23) for possible continuation up to one (1) year in total. Schedule will be Tuesday-Friday, 8:00am-4:30pm, hour lunch.

APPLICATIONS: Are available at the Carbon County Human Resources (17 W. 11th St., Red Lodge, MT) or online at <http://co.carbon.mt.us/employment/>. Applications are due no later than Thursday, March 16, 2023 by 5pm. Initial application review of application will happen after the job closes. Position to remain open until filled.

Carbon County is an equal opportunity employer. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA. Final candidate must pass a pre-employment drug screening and background check.

Barbara Krizek
Environmental Health Department Head

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