



## EMPLOYMENT OPPORTUNITY

**DATE: Monday, May 1, 2017**

**Applications accepted for Full-Time Environmental Health Technician position  
until Friday, May 12, 2017**

**CONTACT STUART WHITFORD, ENVIRONMENTAL HEALTH DIRECTOR, FOR MORE INFORMATION**

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### **Full Time Environmental Health Technician**

Jefferson County Public Health is recruiting of a full-time (40 hours/week) Environmental Health Technician position, UFCW Grade 24 Step 1 – Step 7, \$17.40 – \$20.18 per hour, DOE, with full benefits. This position provides technical support for all environmental health programs including Food Safety, On-site Sewage, Solid/Hazardous Waste, Zoonotic Disease, Living Environment and Drinking Water and Water Quality programs. This position provides a high level of customer service by completing the following tasks:

#### **Administrative**

- Preparation and organization of the work area.
- Responding to customers in person, on the telephone, or by e-mail. Determining customer needs and recommending appropriate process steps.
- Calculate and collect fees, including the handling of cash receipts.
- Research public records, processing notices, preparing invoices, etc.
- Filing, data entry, mailings, document scanning.
- Primary support person for Environmental Health front counter staff
- Handling and processing customer complaints to include completing complaint forms, entering and updating permit database, tracking status, drafting letters and notice to titles as needed for education and/or enforcement, etc.
- Supporting Water Quality Program staff by completing mailings, helping organize public meetings, entering water quality program data, etc.

## Permit Processing

- Understanding and recognizing required documents in permit process applications.
- Insuring customers understand permit process documents, the authority for such documentation, and the content requirements for such documents.
- Processing permit applications to include intake, determining fees, review for completeness, entering to permit database system, tracking, etc.
- Annual permit renewals
- Organizing permit files, issuing permits, creating inspection records, reviewing applications for completeness, maintaining files, entering plan revisions for permit record and processing complete applications.
- Tracking permit activities from first step to last step

## EDUCATION and/or EXPERIENCE

Associates Degree (A.A. or A.A.S.) in the natural sciences or environmental technology, and one (1) year of experience working in a private or public sector position in environmental health/science/engineering, natural resources or other related field. Candidates with demonstrated experience and aptitude in providing high level of customer service in a fast paced work environment are preferred.

## CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State Driver's License

## HOW TO APPLY

Application and full job description may be picked up from the Board of County Commissioners office or go to <http://www.co.jefferson.wa.us/commissioners/employment.asp>. To receive priority consideration, submit application, resume, and letter of interest to 1820 Jefferson Street, Port Townsend, WA 98368 by Friday May 12th, 2017 at 5pm. ADA/EOE