



Receive and record citizen complaints. Provide concise report summaries to inspection staff for administrative action.

Mail laboratory test results and appropriate completed documents related to well, pool, lake and stream testing.

Schedule patients for immunization clinics, enter patient data, patient health history and immunization history for The Indiana State Department of Health immunization system (CHIRP). Retrieve or prepare new patient charts prior to scheduled immunization clinics. At the close of each clinic (2 x week) enter clinic data into the CHIRP registration system for real time access by health providers and educational institutions.

Assist with immunization clinics. Duties include; patient registration, processing of clinic intake forms, review of medical history, secure necessary signatures. Process appropriate fee payments.

Assist the Nursing staff with off-site clinics on an as needed basis.

Prepare and process residential files for on-site septic permit applications, issue approved septic permits, collect appropriate fees, issue receipts and maintain accurate files associated with residential properties according to location of said property.

Prepare and process property conveyance forms for ordinance compliance purposes.

Receive and scan IOWPA inspections from certified inspectors for professional review to initiate the permitting approval process.

Perform final scan of completed approved property transfer docket.

Accept and process total coliform/E.coli and certified Nitrate water samples required for property transfer well testing submission. Email completed lab results to the client and maintain records in multiple environmental databases.

Generate Birth and Death certificate request applications. Confirm identity of applicant, examine appropriate release information according to ISDH legal guidelines. Cross examine all document information to confirm certificate information fields are accurate.

Process certificate payments.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED with prior experience in the public service or customer service area.

Must be at least 18 years of age.

Possession of and ability to maintain possession of Federal Emergency Management Agency (FEMA) certification.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Fundamental knowledge of the principles and practices of the department.

Working knowledge of Indiana public health laws and regulations.

Knowledge of standard English grammar, spelling, and punctuation and ability to perform arithmetic calculations.

Ability to type with speed and accuracy and use standard office equipment, such as computer, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employers and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other county departments, Indiana State Department of Health, hospitals and physicians' offices, CHIRPS, law enforcement offices, professional organizations, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorizes, retain, and carry out written or oral instructions and present findings in oral and written form.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of expanded duties according to customary practices and procedures of the department, using some independent judgment and taking personal action in determination of best methods to achieve desired results. Errors in decision or accuracy of work are readily detected by procedural safeguards or through supervisory review. Undetected errors may lead to loss of time within the department and/or inconvenience to department employees or members of the public. Incumbent receives general instructions and performs majority of tasks according to standard department practices and procedures, with work reviewed as necessary to assure accuracy and conformance with directions.

Incorporates ethical standards of practice as the basis of all interactions with supervisors, co-workers, clients, organizations and community.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains consistent communication in a verbal and written format with co-workers, other County departments, Indiana State Department of Health, facility owners and operators and members of the general public. Additional professional interactions include but are not limited to the following: LaPorte County law enforcement personnel, LaPorte County realtors, financial institutions, septic installers, inspectors and operators, local contractors, local physicians and medical facilities, educational facilities, funeral homes, law offices and restaurant establishments.

Incumbent reports directly to the Administrative Assistant/ Office Manager at the LaPorte and Michigan City Offices.

**IV. PHYSICAL EFFORT/WORK ENVIRONMENT:**

Incumbent performs duties in standard office environment, including sitting and walking at will, sitting for long periods, working in a noisy environment, lifting/carrying objects weighing under 25 pounds, keyboarding, speaking clearly, close/far vision, and hearing sounds/communication. Incumbent may be required to work with or be exposed to irate/hostile individuals. Incumbent may occasionally be required to work extended, evening, and/or weekend hours and travel out of town.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Public Health Clerk for the LaPorte County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name