

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process.
Please call the Human Resources Department at 903-813-4091 to request the assistance.

	Date Posted: May 1, 2019 Closing Date: Open Until Filled Positions Open: 1
Position:	Full-Time Environmental Health Position
Department:	Grayson County Health Department
Minimum Salary:	\$28,000-\$32,000 (Depending Upon Qualifications)
Job Number:	H9050101
Duties: include, but are not limited to the following:	Provides a variety of clerical support services in a professional manner and other seasonal duties as assigned to include, but not limited to: collects, identifies, and separates mosquito samples, and prepares them for shipment in accordance with laboratory specifications. Communicates and educates the general public on mosquito-borne viruses and proper protection measures. Responds to and investigates environmental health and safety code violations/complaints for unincorporated areas of Grayson County. Inspects semi-public and public swimming pools. Performs other duties as assigned for a variety of health department programs. Participates in the Public Health Emergency Preparedness Team. Regular work week consists of 5 days a week, Monday – Friday, 8 am – 5 pm.
Qualifications and Requirements	Applicants must possess a high school diploma or a general equivalency diploma (GED). Must have good communications skills and be capable of working in a team environment. Must be able to perform clerical activities for the Environmental Health, Immunization Divisions, and other health department divisions, including cash handling, processing of food handler and food manager certificates, shot record review and data entry into state databases, etc. Applicant must be 18 years of age or older. Must have excellent computer skills and be familiar with a variety of office equipment. Experience collecting, compiling, and maintaining data using an Access and Excel database is required. Ability to sit for long periods of time and / or drive a vehicle for extended periods of time and be exposed to outdoor climates is required. Valid driver's license and automobile liability insurance coverage is required. Ability to lift up to 45 pounds on a routine basis. Must pass a criminal background check and drug screen.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Must be a non-tobacco user.