

Clinton County, Iowa
Board of Health
Job Description

Job Title: Administrative Office Assistant	Reports to: Clinton County Sanitarian
Department: Clinton County Sanitarian	Pay Band: B22
Revision Date: 10/02/2026	FLSA: Non Exempt

SUMMARY: Serves as secretary to the Clinton County Sanitarian and other County staff located at the DeWitt Annex Building as needed. Performs clerical and accounting tasks requiring responsible decision making in accordance with established policies. Considerable judgment and independent action is exercised, and performs complex secretarial tasks. The position also requires a high level of customer service along with secretarial and business acumen. The Administrative Office Assistant will lead by example the behaviors and work ethic becoming of Clinton County.

Essential Job Duties and Responsibilities:

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Maintains a positive working relationship with the County Sanitarian, the office staff, and public.
- Ability to type 45 wpm accurately and utilize all Microsoft Office suite, scanners, calculators, fax machines, photocopiers, and multi-line telephones.
- Assures policies are being upheld with the direction and support of the County Sanitarian.
- Provides customer service that is courteous and responsive to both public and with County employees by email, phone, or in person.
- Takes phone calls from the general public and will relay the messages to appropriate staff member or makes referrals to appropriate public or private agencies.
- Establish and maintain effective working relationships with co-workers, Board members, County Board of Supervisors, other departments, agencies and members of the public
- Assists with the preparation of the Sanitarian's Office budget(s)
- Schedules and coordinates the work of the Sanitarian.
- Prepares documents as directed by the County Sanitarian.
 - Opens and ensures incoming mail goes to the appropriate department.
 - Prepares payroll within the policies of Clinton County for the County Sanitarian to approve.
 - Prepares various legal contracts, agreements, confidential letters and other types of correspondence to maintain office function and as requested by the County Sanitarian.

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- Maintains agency files and contracts; assists Director in preparation of grants to obtain state, federal and non-profit funds.
 - Prepares resolutions for Board of Supervisors approval.
 - Prepares Gas Tax Refund bimonthly for Sanitarian vehicle.
- Ability to work within deadlines and remain positive and professional to both those within the office and others outside of the County Sanitarian's Department.
- Organize and prioritize multiple tasks and competing priorities.
- Updates department information on county website and calendar.
- Responsible for ordering, issuing and maintaining inventory of equipment.
- Prepares material for Board meetings including: typing of staff reports, claims list, memos, special reports, and so on; photocopying and distributing materials.
 - Types Board correspondence and interdepartmental communications and reports.
 - Attends Board meetings with the Director and records accurate minutes of meetings; types minutes of each meeting and verifies their accuracy; ensures that notices are duly given in accordance with the Board's by-laws as required by law; acts as custodian of the official documents of the Board; files a true copy of the minutes of each meeting with the State Health Department.
- Prepares the Health Department and Board of Health claims for payment by the County Auditor's office; coordinates records of payment with the County Auditor's office; deposits Health Department and Board of Health receipts; maintains records of agency claims and receipts and coordinates same with the County Auditor's office.
- Acts as a pass through agency to Genesis VNA/Public Health. Receives grant checks and deposits with the treasurer's office and makes appropriate claim for payment.
- Schedules well water test appointments for the Grants to Counties Program. Prepares results and distributes to well owners. Records results in IDNR PWTS, Tyler, and ARCGIS.
- Keeps accurate records of the Grants to Counties Program for private well water testing, well plugging and rehabilitations. Makes claims to the state for reimbursement of the grant and any miscellaneous grants the department receives.
- Takes various complaint calls and forwards to Sanitarian or other appropriate department.
- Handles all radon test kit appointments and sales. Distributes results to property owner and records in Tyler.
- Handles all animal bite reports. Sends owners and victim appropriate letters regarding quarantine or rabies information. Contacts veterinarians regarding vaccine paperwork. Properly records and forwards information to any other appropriate agency involved (Animal Control or police department).
- Distributes well and septic location information to various contractors, property owners, realtors, and various environmental assessment companies.
- Records septic soil evaluation reports and Time of Transfer Inspections, sending failure letters if warranted.

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- Runs department Facebook page sharing Board of Health information, agency information, other County department information, vaccine clinics, and other general information.
- Performs other duties as assigned.

Minimum Qualifications Requirements - (Education and Experience):

High School Diploma/GED Required

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Ability to establish and maintain effective working relationship with co-workers, government officials, community groups, and other law enforcement agencies.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard office practices, procedures, equipment, related hardware and software, and secretarial techniques.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy.
- Ability to uphold a positive image of the Clinton County Sanitarian Department.

Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and the general public.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

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Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

- Must possess a valid Driver's License.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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Employee Signature: _____

Employee Printed Name: _____

Date: _____