



AppHealthCare
Appalachian District Health Department
www.AppHealthCare.com



Caring for our Community

VACANCY ANNOUNCEMENT

- Date:** May 15, 2023
- Position Available:** Environmental Health Administrative Specialist
Classification: Office Assistant V
#405-04-514
- Location:** AppHealthCare – Alleghany Office base, with the expectation to travel throughout district office locations as needed on occasion
- Salary range:** \$31, 236 - \$49,404
- Hours:** **Full time, 40 hours/week**, Monday-Friday between the hours of 7:00am and 6:00pm to effectively cover office hours 8:00am-4:45pm M-F
- Effective:** Immediately
- Closing Date:** Until filled.
- Job Description:** This position is a critical first point-of-contact for the public and the Environmental Health program. A variety of stakeholders including contractors, realtors, home owners, and business owners seeking services and/or guidance about applicable NC Environmental Health rules will be part of daily work. The successful candidate will be a strong communicator, who is able to effectively communicate in-person, by email and/or by telephone.

To be successful in this role, a strong knowledge of environmental health programs such as state rules and regulations, local procedures, application process, fees and collection of fees will all be necessary to answer emails, field calls and visits.

Working diligently to thoroughly and patiently explain processes and information needed for various applications is provided by the customer seeking services. The effective candidate in this position will be able to demonstrate management of multiple tasks, long term needs, and consistent customer-oriented communication on a regular basis. This position also includes financial management responsibility for the Alleghany Environmental Health office that includes: posting receipts to

BUSINESS OFFICE 157 Health Services Road PO Box 309 Sparta, NC 28675 336-372-5641 336-372-7793 Fax	ALLEGHANY CO. HEALTH CENTER 157 Health Services Road PO Box 309 Sparta, NC 28675 336-372-5641 336-372-7793 Fax	ASHE CO. HEALTH CENTER 413 McConnell Street PO Box 208 Jefferson, NC 28640 336-246-9449 336-246-8163 Fax	WATAUGA CO. HEALTH CENTER 126 Poplar Grove Connector PO Box 307 Boone, NC 28607 828-264-4995 828-264-4997 Fax
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the daily log and completing required data entry in a timely manner so that electronic application/permitting systems remain up-to-date.

This position requires strong organizational skills as this position will ensure efficient and effective filing system of all applications, permits, forms, deposit log, and office correspondence. Comfort with technology and computer systems is a critical skill for successful work in this role.

AppHealthCare strives to recruit individuals who embrace and embody the core values of our agency which are Integrity, Drive, Resilience, Community, and Service.

Minimum Training and Experience:

Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administrative program with one year of experience as described above; or an equivalent combination of training and experience.

To apply, please submit an NC State Application, Resume, and Cover Letter by the closing date.

Email address submission: careers@apphealth.com
Subject line: EH Admin Specialist Interview Committee

An Equal Opportunity Employer

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