

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: April 11, 2019 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-Time Environmental Health Position
Department:	Grayson County Health Department
Job Number:	H9041101
Minimum Salary:	\$14.00 per hour
Duties: include, but are not limited to the following:	Provides a variety of clerical support services in a professional manner and other 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. Regular work week consists of 3 days a week, Monday – Friday, 8 am – 5 pm, with some flexibility depending on workload.
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 Environmental Health Department including cash handling, processing of food handler and food manager certificates, etc. Applicant must be 18 years of age or older. Must be computer literate and familiar with office equipment. Experience collecting, compiling, and maintaining data using an Access and Excel database is required. Ability to sit 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:	County retirement participation with Texas County and District Retirement System.