



**BRISTOL-BURLINGTON HEALTH DISTRICT**  
240 Stafford Avenue, Bristol, Connecticut 06010-4617  
Tel. (860) 584-7682 • Fax (860) 584-3814 • [www.bbhd.org](http://www.bbhd.org)



## **SECRETARY/CLERK**

### **DEFINITION:**

Directly responsible to the Office Manager. The primary responsibility of this position is to provide secretarial, clerical and support services to the Environmental and Community Health staff to include computing, word processing, data base maintenance, typing, filing, reception, and other related services to the office.

### **PRIMARY DUTIES:**

Provides secretarial, clerical and support services to the Environmental and Community Health staff. Types various correspondence, notices, memoranda, drafts, reports and other materials from dictating equipment, copy, rough draft, brief notes, and instructions. Maintains data bases and filing system for all relevant records, documents, correspondence, etc., related to the health District. Receives, stamps and processes daily mail and processes correspondence as directed.

Maintains daily field schedules for the Environmental and Community Health staff. Maintains current files and data bases of all Bristol-Burlington health District licenses. Collects, processes and records related fees and issues receipts when necessary. Prepares applications and types and readies related correspondence for mailing. Assists the Environmental and Community Health staff with the taking of applications or other related duties as necessary.

Greets Visitors, responds to inquiries and requests, and provides general information relating to the services, policies and operating procedures of the Health District. Answers and/or screens incoming telephone calls and inquiries, ascertains nature of business, and refers to appropriate office/person or takes messages when appropriate. Receives and types public health complaints and forwards to the proper department(s).

### **ADDITIONAL DUTIES:**

Duties include but not limited to: Assists in other related activities to include payroll, taxes, bill processing or special projects under the direction of the Office Manager and/or assigned as necessary for the proper functioning of the office.

### **SUPERVISED BY:**

Works under the direct supervision of the Office Manager.

### **QUALIFICATIONS:**

High School graduate or equivalent with emphasis in a business or academic course and two (2) years experience in related work with sufficient computer knowledge to qualify for said position. Must be familiar with all rules and regulations, statutes and ordinances as they relate to Public Health. Must be computer literate (e.g., Microsoft Word and Excel) and able to operate general office equipment. Ability to maintain good relations with co-workers and the public in daily transactions.