

- Team member with the Emergency Preparedness Coordinator as a resource and support for the emergency needs of the communities.
- **All Chesprocott Health District employees have an emergency response role and may be expected to respond to public health emergencies;** these may include, but are not limited to, requirements to work longer hours, nights or weekends, and to perform duties different than the daily routine.

EDUCATION and EXPERIENCE:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and one (1) year of experience, or any equivalent combination of related education and experience.
- Training in vocational schools, related on-the-job experience, or college degree is preferred.
- Must be competent in Word, Excel, Publisher and Outlook.
- Must have a valid driver's license.
- Be willing to complete and pass FEMA Incident Command System #100 certificate.

SPECIAL REQUIREMENTS:

- Must be willing to periodically undergo tests or immunizations for communicable diseases.
- Must be willing to work occasional nights, weekends, or holidays.

WORKING CONDITIONS:

- May be subject to hazards from moving parts of mechanical equipment.
- May occasionally be exposed to agitated customers.
- On an infrequent basis, this position must wear appropriate attire based on the exposure risk.

PHYSICAL REQUIREMENTS:

- Work is performed in an office environment.
- May require attending community settings with limited travel outside of district.
- Ability to reach and bend, and push/pull or lift objects less than twenty (20) pounds.
- Work may be performed outside of normal business hours to respond to emergency situations and/or Public Health District needs.
- May be exposed to body fluids, hazardous wastes material, toxins, and/or poisonous substances.
- Vision ability must be sufficient to read and complete written and typed correspondence and operate a motor vehicle.
- Hearing and speaking ability sufficient to carry on a conversation with other individuals in person and on the phone.