

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	DATA ENTRY TECHNICIAN - MOSQUITO ABATEMENT
CLASS CODE:	6500
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	11/21/2013 (REPLACES 08/17/2004 VERSION)
DEPARTMENT:	HEALTH DEPARTMENT

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## JOB SUMMARY

Under general supervision of the Mosquito Abatement Manager, provides first-contact customer service and performs a variety of data entry, clerical, and support duties to expedite day-to-day operations of the Mosquito Abatement Division of the Utah County Health Department.

## ESSENTIAL FUNCTIONS

Serves as receptionist; receives, screens, and directs incoming phone calls and visitors.

Provides initial response to questions, complaints, or problems including providing applicable mosquito control information after accessing customer's concern or situation.

Obtains and plots call details on computerized maps to ensure appropriate and timely dispatching of services.

Inputs detailed field operations data into specialized computer programs.

Creates and generates various reports, graphs, and other documents from inputted data for service, research, legal, and mandated record-keeping purposes.

Performs basic bookkeeping; enters payroll and purchase orders for the division.

Maintains stock of area maps, inspector spray sheets, and time cards.

Oversees office equipment such as printers and copiers; replaces toner cartridges etc. as needed and schedules maintenance.

Assists in developing and implementing policies and procedures and in orienting and training seasonal employees.

Updates policy and procedure manuals and other training and presentation documents. Creates and updates power point presentations.

Schedules and coordinates activities.

Breaks dry ice into pieces to be used as mosquito bait and loads the same into Center of Disease Control (CDC) traps.

Makes deliveries and runs errands using county vehicles.

Sorts light trap collections as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Skill in using standard office equipment and computer applications including Word, Excel, and Power Point by Microsoft Office.
- Ability to communicate effectively verbally and in writing and to maintain cooperative relationships with the public and other county employees.
- Skill in basic mathematics and in using correct grammar, spelling, and punctuation.
- Ability to understand broad objectives, follow general instructions, and work independently. Ability to make presentations and train others.
- Knowledge of environmental health practices and procedures, mosquito entomology, insecticide application and labels, and the proper and effective operation of hazardous material spray equipment.

**PHYSICAL DEMANDS**

**Typically:** sits at a desk and uses a desktop computer and telephone.

**Regularly:** walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; drives a motor vehicle.

**Occasionally:** lifts or otherwise moves objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is typically performed in an environmentally controlled office setting, but loading CDC traps with dry ice regularly exposes the employee to coldness for short periods of time and requires the use of protective gloves. Work occasionally exposes the employee to individuals who are angry, agitated, or otherwise upset. Time off from regularly scheduled work days is very limited during the busiest months of the mosquito season (June, July, and August).

**EDUCATION AND EXPERIENCE**

Selected applicants may be subject to a background check.

High school diploma or equivalent and a combination totaling five (5) years of clerical support or other related work experience and completed, related education. Examples of completed related education eligible for credit are an associate degree in Office Administration, a bachelor degree in Biology, and a bachelor degree in Business Management. Credit may be given for completed, unrelated degrees on a pro-rated basis.

Applicants may be required to verify skill in typing, data entry, and Microsoft Office programs through demonstration and/or testing.

**LICENSING AND CERTIFICATION**

Selected applicants must obtain, and thereafter maintain, a Non-Commercial Pesticide Applicators License in the area of Public Health through the State of Utah during the probationary period for new hires or the trial period for county employee's promoted to this classification through competitive recruitment. County employees reassigned or transferred to this classification through competitive recruitment must obtain the license within the first six (6) months in this classification.

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.