

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

DATE: May 10, 2019

DEADLINE: May 23, 2019

POSITION: DATA ENTRY SPECIALIST PART-TIME (2 VACANCIES)

JOB LOCATION: Cameron County Public Health
(San Benito Annex Building/Public Health Preparedness Program)

SALARY: \$ 12.50 per hour

QUALIFICATIONS: Bachelor's Degree from an accredited college or university with a major course work in public health, public affairs, public administration, data, analytics, statistics, emergency management, or healthcare related field – OR- Associate's degree in the related field plus two (2) years of experience working with data, analytics, statistics, emergency management, healthcare and/or public health, -OR- four (4) years of experience in a related field. Knowledge of public health laws and regulations. Knowledge of natural history of common infectious diseases. Thorough communication skills to communicate with the public (oral, written and Spanish speaking ability). Knowledge of computer programs software (MS, Word, Excel, Power Point, internet). Ability to work with confidential client information. Ability to follow oral and written instructions. Ability to work with public. Ability to work with others as a team member. Knowledge of proper office etiquette in handling telephone and public. Must have a valid Texas Driver's License, comply with State of Texas driving laws, and maintain an acceptable driving record. Must have reliable transportation. Criminal background check is required for employment or continued employment.

DESCRIPTION OF DUTIES: Under the supervision of the Public Health Emergency Preparedness Director or designee. Works in conjunction with PHPP to assist with coordination, collection and analyzation of data to identify preparedness gaps. The focus will be on creating and distributing surveillance data through reports, presentations, and visual aids using data, statistics, analytics, and trends in Cameron County. Will assist with troubleshooting local, state and federal administrative and programmatic procedures. Must maintain a high level of confidentiality when dealing with sensitive information and must have strong communication skills. Performs other duties as assigned. This is not a Civil Service covered position.

Employment for this position is guaranteed until 7/31/2019.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER