

Duties
North Carolina Board of Environmental Health Specialist Examiners
Administrative Assistant

The responsibilities are catalogued into the following main headings:

Meeting Management
Application Processing
Permanent Cards and Certificates
Exam Administration
Continuing Education Applications

Reports and Publications
Website Updates
Database and Records Management
Financial Records
Office Maintenance

Each category will have the primary duties listed under each (that is, what's done) and these primary duties will then be broken down to specifics such as time lines, physical/equipment requirements, etc. Where the primary duties are not broken down, it's because the task seems to be singularly clear and self-explanatory.

1) Meeting Management

- Attend all Board meetings and Education and Audit Committee meetings
- Prepare and disseminate minutes and financial reports, and disseminate agendas, etc. to the Board
- Assist in meeting location arrangement, where requested
- Process Board member expenses

Specifics

a) Attend all meetings

- Record and take accurate minutes
- Provide Administrative Assistant report to the Board
- Attend Education Committee meetings as requested by Education Chair
 - Disseminate continuing education requests to committee members a minimum of two weeks prior to the scheduled meeting.
 - Provide requests for transcript and intern approvals, RS certification, fast tracking, and reciprocity to committee chair in a timely manner.
- Attend Audit Committee meeting as requested by Secretary-Treasurer
 - Provide completed, accurate and up to date financial records, bank statements, etc. to committee for audit and review

b) Prepare and disseminate reports

- Provide draft minutes to Secretary-Treasurer and Chair via email no more than 15 business days after each meeting and final copy of minutes to each Board member via email within 10 business days of next meeting.
- Provide agenda prepared by Chair to Board members at least 10 business days prior to meeting
- Provide letters, inquiries and other related documents to Board at the meeting (may not require individual copies in all cases)
- Provide account balances report to the Board at each meeting date.

c) Process Board expenses

- Review Board member expense vouchers with Secretary/Treasurer
- Verify calculations on expense vouchers

- Write checks for expense reimbursement for Board members and administrative assistant
- Breakdown and record expenses in appropriate financial categories for budget reporting

2) **Application Processing**

- Receive and process applications for registration
- Process annual renewal applications

Specifics

a) Receive and process applications for registration

- Receive and process intern applications
 - Review applications, transcripts, and all necessary paperwork for accuracy and completeness
 - Forward legible copy of transcripts to Education Representative in a timely manner
 - Process and deposit fees in accordance with Board policy
 - Track applicant eligibility for registration in RSTAS
 - Present a list of intern applications for approval to the Education Committee before each scheduled Board meeting
 - Assign intern number and RSTAS data file
 - Communicate with DEH on CIT issues if necessary
- Receive and process applications for Out-of-State REHS
 - Review application and all necessary paperwork for accuracy and completeness
 - Process and deposit fees in accordance with Board policy
 - Forward application and additional paperwork to Chair for Board review
 - Upon approval by Board, process REHS letter, permanent registration card and certificate and mail to REHS in a timely manner (typically two weeks following approval).

b) Notify and process REHS annual renewals

- Revise renewal application form for the new year
- Remind all Registered Environmental Health Specialists of renewal requirements by October 1 of the current year for the next year renewals
 - By list serve that renewal application is available on the website
- Review received renewal applications for accuracy and completeness
 - Date stamp each application upon receipt
 - Determine that the applicant has listed at least 15 hours of Continuing Education
- Verify completion of Public Health Law Course within four years of registration
- Process and deposit fees in accordance with Board policy
- Update RSTAS data files and file application, as appropriate, by January 31
- Provide random selection of 25% of renewal applications and all continuing education approval forms and documentation of attendance provided by course sponsors for Audit
- Notify REHSs failing to meet requirements for renewal of lapsed registration when registration is required as a condition of employment.
 - Send letter signed by Board chair of non-renewal to the REHS, with a copy to the Health Director and DEH

- Provide report of non-renewing REHSs that have not renewed by February 1 to Board chair for followup

3) Registration Letters, Cards and Certificates for new Registered Environmental Health Specialists and Interns

- Prepare and process REHSI letters of intern registration approval, temporary registration cards and certificates
- Prepare and process REHS letters of registration, permanent registration cards and certificates

Specifics

- a) Prepare and process REHSI letters of registration approval, temporary registration cards and certificates
 - Process letter of intern registration upon approval by Board and mail within 2 weeks following Board approval
 - Prepare REHSI certificates signed by the Board upon Board approval
 - Prepare Intern temporary registration cards upon Board approval
 - Mail REHSI certificate and temporary registration card to Intern in a timely manner (within 30 business days following approval).
- b) Prepare and process REHS registration letters, and permanent registration cards and certificates
 - Process letter of permanent registration upon approval by Board and verification of continued employment through date of meeting required experience. Mail within 2 weeks following Board approval or date of full registration, which ever comes last.
 - Prepare certificates signed by the Board and mail to the REHS within 30 business days of approval by Board or upon meeting required experience.
 - As needed, prepare an electronic list of REHSs approved and meeting REHS registration requirements and provide to the printer responsible for printing the permanent Registration cards.
 - Mail cards within two weeks of receipt of cards from printer

4) Exam Administration

- Using listserves, provide notice of upcoming exam
- Coordinate with Exam Provider (NEHA)
- Coordinate exam testing sites arrangements with meeting schedule
- Coordinate and proctor exam and coordinate Board member assignments
- Collect and mail exams to exam authority
- Compile and calculate scores from NEHA, essay and oral exams
- Disseminate scores to Board members via email
- Qualify and process applications for NEHA testing by approved testing services
- Notify exam participants of scores.

Specifics

- a) Notify, receive and process applications
 - Post notices of exam date, location, application instructions and deadline to listserves and webpage at least 2 months prior to exam date.
 - Set application submission deadlines in accordance with Board policy or rule
 - Review exam applications for eligibility and completeness

- Process fees and deposit in accordance with Board policy
- Send schedule, directions and conditions of exam to applicants, at least 15 business days prior to exam via email
- Provide Board with list of exam participants 5 business days before scheduled exam.

b) Coordinate with exam provider

- Order exams in accordance with NEHA requirements
- Receive exams and maintain security
- Maintain contact with NEHA to ensure contract adherence
- Assure that all NEHA testing requirements are met
- Contact NEHA representative with Board referred questions

c) Coordinate exam testing sites arrangements with meeting schedule

- Assist Board members in setting dates for exams
- Coordinate exam testing site scheduling and room arrangements

d) Coordinate and proctor exam and coordinate Board member assignments

- Verify exam room is set up and meets criteria for NEHA testing
- Provide essay question approved by Education Committee
- Provide paper, pencils, pencil sharpener and clock at each exam
- Provide oral questions approved by Board and copies for each interviewing Board member for each interviewee.
- Provide instruction to exam participants according to NEHA requirements

e) Collect, process and mail exams and disseminate completed essays to Education Committee

- Ensure exams are secure
- Mail to NEHA by insured carrier in accordance with NEHA requirements
- Copy completed essays at exam location when possible and distribute to Education Committee or send copies to Education Committee within 5 business days after the exam for grading.

f) Process examination scores

- Receive essay scores from Education Committee members (4) and key into RSTAS
- Compute scores from oral exam for each applicant and key into RSTAS
- Receive scores from NEHA and key results into RSTAS
- Provide exam results to Board members via email after all scores are entered into RSTAS

g) Notify exam participants of scores

- Provide notification of score availability to participants by listserve and by single email message to the group of participants within 2 weeks of receipt of all scores from all portions of the exam.

5) Review and Process Applications for Continuing Education Course Approval

- Receive applications for Continuing Education Course Approval
- Prepare Excel spread sheet of applications
- Provide scanned or electronic copies of applications to Education Chair for distribution to Committee

Specifics

- a) Receive applications for Continuing Education Course Approval
 - Check for completeness of application
 - Notify or return incomplete applications (consult with Education Chair)
- b) Prepare Excel spread sheet of requests to the Education Chair at least 2 weeks prior to Board meetings and to all members at Board meetings.
- c) Provide electronic copies of completed requests to Education Chair for distribution to Committee (see above comment)
 - If application is lengthy (over 5 pages), provide paper copy in lieu of electronic copy.
 - Send two weeks in advance of scheduled meeting or as otherwise directed by Education Chair

6) Minutes, Reports, Newsletter, and Printings

- Prepare minutes, financial reports, letters, and other documents
- Provide certificates to Board for signatures
- Prepare all appropriate mailings as requested by the Board
- Secure and negotiate with vendors for printing
- Comply with requirements for reporting to other agencies

Specifics

- a) Prepare minutes, etc.
 - Prepare and disseminate minutes per section (1).
 - Prepare and maintain approved forms and form letters for notification of exam results, continuing education approval/disapproval, registration approval/disapproval, etc.
 - Utilize software provided by the Board for letters, financial reports and other documents. Proficient in use of Microsoft Office Suite including Excel, Access, and Word, and Quick Books Pro.
- b) Provide certificates to Board for signatures
 - Update and revise certificate form as needed. Review proofs and provide to a Board member for additional review and order as needed to maintain supply of blank certificates.
 - Obtain signatures from Board members at routine meetings as needed
 - Maintain supply of Board signed certificates for REHSs and REHSIs
- c) Secure and negotiate with vendors for printing services for certificates, temporary cards, registration cards and other Board printing needs.
- d) Comply with requirements for reporting to other agencies
 - Submit quarterly report for license/permit/certificate issuance to Department of Commerce.
 - Provide records to NC Division of Social Services, Child Support Enforcement Section every 6 months as required by General Statutes

7) Website Updates

- Provide current information to Board webmaster for updating website.
- Send appropriate notices (i.e. exam notification, instructions, directions, upcoming

meetings, etc) to the webmaster for posting.

f

8) RSTAS Database and Record Maintenance

- Maintain RSTAS database of all members
- Post continuing education with assistance of Education Committee members within 5 business days after Board approval.
- Maintain records of all complaints and investigations received by the Board
- Maintain all other applicable hard and soft copies of letters, memos, minutes and documents relative to the Board's function

Specifics

- a) Maintains RSTAS database of all registrants
 - Act as liaison between database consultant and Board
 - Maintain database to reflect current registration status, employment, or address changes; new registrants, and any other information necessary
- b) Maintain records of all complaints and investigations
 - Receive complaints and contact Chair for consultation
 - Upon completion of investigations, maintain file with documents and final Board decision
- c) Maintains records, other applicable documents
 - Comply with Board Record Retention Schedule
 - Create and maintain electronic files utilizing an organized system appropriate to Board requirements
 - Perform backup of the Board's electronic files at least weekly.
 - Internet host site
 - Backup external hard drive
 - Maintain hardcopy file system, cataloged by appropriate index, for all Board business and clients

9) Maintain Finances

- Maintain all financial records
- Maintain Administrative Assistant salary and related records
- Provide financial reports as required by the Board
- Comply with all Internal Controls and Audit procedures

Specifics

- a) Maintain all financial records
 - Receive all financial statements, invoices, and records and maintain in accordance with all applicable agencies, boards (e.g. State Controllers Office)
 - Record and maintain financial records using Quick Books Pro
 - Prepare a portable copy of Board's Quick Books Pro files and send to Secretary-Treasurer as requested.
 - Receive and deposit payments for all fees collected by the Board
 - Balance and maintain checking and other financial accounts monthly
 - Record travel expense reimbursements to self and Board members
 - Process payments to vendors

- b) Maintain Administrative Assistant salary and related records
 - Maintain records of Administrative Assistant travel expenses
 - Submit hours worked for preceding month and travel expense reimbursement request within the first 10 days of the following month to the Chair for approval
 - Calculate salary, taxes and withholding taxes for previous month
 - Submit appropriate report and payment of withholding taxes to NC Department of Revenue
 - Prepare year-end Form 1099 in conjunction with Audit Accountant
- c) Provide financial reports as required by the Board
 - Utilize software provided by the Board
 - Prepare Board financial records and submit as requested by Audit Accountant. Secure copies of annual report when complete and provide a copy to the Secretary of State and Board members.
 - Provide updated Quick Book Pro files to Board Secretary-Treasurer as requested
- d) Comply with all Internal Controls and Audit procedures
 - Be bondable in accordance w/Board requirements

10) Maintain Office for the Board

- Provide appropriate office space for equipment and operations
- Receive all telephone, mail, email and fax inquiries, etc. at office location
- Maintain supply inventory to include purchasing of general office supplies
- Properly maintain Board equipment and supplies

Specifics

- a) Provide appropriate office space for equipment and operations
 - Sufficient space and appropriate environment for equipment (file cabinets, copier, typewriter, audio recorder etc.) and operations.
 - High speed internet service must be available.
- b) Receive telephone, mail, email, and fax inquiries
 - Respond to phone, fax, or email inquiries within (2) working days–8AM-5PM, Monday-Friday, excluding holidays and out-of-town Board travel days (except announced vacation time periods)
 - Respond to Executive Committee and Board member inquiries or contacts within 1 working day except as specified above.
 - Provide out of office notification on phone and email when unavailable (vacation, illness, etc.). Provide emergency contact number to Executive Committee members
 - Process mail daily or as necessary
- c) Maintain supply inventory
 - Maintain standard office supplies (postage, paper, envelopes, toners, inks, binders, clips, etc.) appropriate for 1 person office and needs of the Board

The generally accepted number of hours required to complete these tasks averages 25 hours a week. During peak demand periods additional hours will be required. Hours required beyond 30 hours a week, other than the week in which the exam is given, require prior approval from the Chair. Exceeding 40 hours is not permitted. In the event that duties can not be accomplished in the set time frame then Board members will be expected to help out.