



# Administrative Assistant Health Department

*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Administrative Assistant	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Department:</b> Health Department	<b>Reports to:</b> Health Nurse Supervisor

**Work Unit Overview:** The County Health Department protects and promotes the health of the county citizens and environment through the efforts of dedicated and skilled employees and application of sound public health principle. The department's role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. The mission of the health department is to prevent disease and illness, promote healthy choices, and deliver quality health care.

**Job Summary:** Perform a wide variety of clerical and non-professional health care duties in the operation of the health department.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Perform receptionist duties, including screening correspondence, telephone calls, and visitors for a principal administrative employee in a small County department or major division of a large County department; independently schedule conferences, meetings or appointments; refer matters not needing the personal attention of that person to the appropriate staff personnel; track progress to insure timely reply by supervisor or staff as needed.
- Answer a variety of routine and semi-technical questions related to the organization, functions, procedures, regulations, and programs of the agency after determining that information may be given; answer inquiries for complaints which do not need policy interpretation or expertise.
- Maintain calendars and set up appointments for administrative and professional staff; confirm or reschedule appointments based on mutual agreement and knowledge of their work schedules, notify appropriate persons and interested parties of rescheduled appointments, anticipate the

need of reference materials to be used by them and/or participants and assemble materials for their use, brief employees of the nature of appointments prior to their scheduled meetings.

- Appropriately bill customers, Medicaid, Medicare and private insurance companies utilizing proper coding procedures. Maintain current contracts with private insurance companies.
- Assist in processing and submitting deposits to the county treasurer.
- Perform a variety of minor administrative functions related to the updating of regulatory manuals and resource binders and requisition of supplies and equipment.
- Set up and maintain confidential or personal files, and insures that only authorized personnel have access to contents of files in accordance with operation procedures; set up and maintain subject matter; chronological, alphabetical, and numeric file systems according to managerial requests, functional use or administrative guidelines.
- Use computer and software applications to accurately enter data, search databases, create documents and send emails.
- Comply with established department policies, procedures, objectives, quality assurance, safety, supply inventory and utilization regulations, environmental and infection control.

**Non-Essential Functions:**

- Attend workshops, seminars and educational sessions to keep updated on changes in assigned area of departmental responsibility.
- Perform a variety of miscellaneous duties such as running errands, picking up supplies needed for activities, making arrangements for use of County facilities, setting up tables and chairs, etc.
- Participate in quality improvement activities.
- Perform emergency response roles as directed by supervisor.
- Acquire and maintain CPR certification.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/ or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work occurs in a normal office environment.
- May involve occasional travel by auto to attend meetings with community partners.

**Supervision Exercised:** This is not a supervisory position.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of computers; electronic data processing; modern office practices and procedures; administrative techniques and principles of organization; techniques and practices of research methodology; data collection, and preliminary analysis; report writing; application and use of basic statistics; written and oral communications, including language mechanics, syntax and English composition; database, spreadsheet and word processing applications including basic methods of graphic presentations.

The job requires the ability to effectively meet and deal with the public; communicate effectively verbally and in writing; maintain complex filing systems; handle stressful situations; compose correspondence from general instructions; establish and maintain effective working relationships with management, employees, clients, and the public; understand program objectives in relation to departmental goals and procedures; organize and prioritize work assignments; use and understand common database, spreadsheet and word processing applications; learn specialized computer applications.

**Education and Experience:**

The job requires education and experience equivalent to graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.