



JOB DESCRIPTION

<i>Title</i>	Administrative Assistant I			
<i>Department</i>	Public Health	<i>Job Class</i>	A 11 3	
<i>Driving Required</i>	No	<i>Safety</i>	Yes	
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	Feb 2022	<i>Reviewed</i>		<i>Revised</i>

Purpose

Provides administrative/clerical, staff, and customer support to the Public Health department. Responsibilities include program activity customer service and communication, basic bookkeeping-related functions, and data management.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives.

- Performs clerical and administrative duties within the department; may include scheduling, taking notes and minutes for meetings, coordination of workflow within and outside the department/program.
- Provides support to clinical operations and patient care teams to facilitate use of the EPIC application. May represent the department as the Deputy County Health Registrar.
- Performs department reception and customer service duties. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, and sends/receives emails and maintains ongoing communication with the public.
- Receives, transfers, or refers calls to appropriate sources; provides basic program information and policy interpretations related to department/program services.
- Accurately enters and retrieves data from computer files (e.g., legal forms, formal documents, patient records); interprets data for proper input to program formats. Processes, records, files, and distributes reports in a timely manner to appropriate parties.
- Processes transactions, computes or verifies data, fees, or payments; accurately transmits, screens, or conveys information using proper formats, documents, and procedures.
- Creates a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verifies and corrects grammar, spelling, and formatting. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department/program.
- Performs basic bookkeeping-related functions for program; may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and depositing funds.



JOB DESCRIPTION

-
- Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department/program guidelines.
 - Researches and compiles data from a variety of sources, some confidential in nature. Checks completed materials for accuracy and compliance.
 - Prepares and publishes notices, including social media postings and webpage management, as directed and in accordance with established procedures and policy requirements. Checks completed forms and documents for accuracy and compliance prior to distributing the information through public or internal communication channels.
 - Works independently to plan and arrange own work sequence; prioritizes projects and assignments, provides backup support to staff when needed, and reports operating problems to supervisor.
 - In coordination with supervisor, maintains, amends, or develops department procedures, routines, and filing systems.

Mandatory Qualifications

- Education and Experience
 - Minimum high school diploma / GED
 - Minimum one (1) year of training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training
- Skills
 - Basic knowledge of clerical and administrative support profession
 - Basic record-keeping skills
 - Knowledge of basic bookkeeping-related functions
 - Ability to read and write proficiently
 - Excellent customer service and problem-solving skills
 - Knowledge of office procedures and operation of various office equipment
 - Basic data entry and computer operations skills
 - Working knowledge of PC and word processing software

Desired Qualifications

- Ability to read and write Spanish
- Some college-level courses in business management, accounting principles, and techniques of project management or other related field
- Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department
- Experience with EMRs.

Physical Demands

May require moving materials, books, files, etc. up to 50 pounds. Long durations of sitting or standing.



JOB DESCRIPTION

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

<i>Working Conditions</i>

Professional office setting

<i>Supervisory Responsibility</i>
--

No supervisory responsibilities.