



# JOB DESCRIPTION

<i>Title</i>	<b>Program Assistant II</b>		
<i>Department</i>	Public Health	<i>Job Class</i>	A 13 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 a high degree of specialized knowledge skills, and experience in clerical, administrative, and customer support to assigned program(s). Responsibilities include advanced word processing, document preparation, data entry and retrieval, file maintenance, and reception/customer service duties for clients of the program(s).

## ***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. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Provides staff level support to the Public Health Nurse and program personnel for various Public Health programs. May also organize/coordinate the activities of casual staff on specific work assignments.
- May serve as liaison between clients, staff, and community partners to support program operations and coordination through administrative support services as required. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, and sends/receives emails and maintain ongoing communication with the families.
- Serves as point of coordination as authorized in various interdepartmental and public facing matters. May serve as administrative support for assigned boards, committees, or other groups to record minutes and proceedings.
- Creates a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, and minutes. Verifies and corrects grammar, spelling, and formatting. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the program.
- Performs advanced bookkeeping-related functions for program; may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and depositing funds.
- Researches and compiles data from a variety of sources, some confidential in nature. Prepares summary reports, and may conduct statistical calculations and incorporate other complex quantitative and qualitative data summaries.
- Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to program guidelines.



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- Maintains accurate, timely records and files to monitor federal and state funded programs and submit reports as required. Maintains confidentiality and complies with all county administrative and personnel policies.
- Mentors, and coordinates the work activities of the new and casual employees as authorized.
- 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 program procedures, routines, and filing systems.

## ***Mandatory Qualifications***

- Education & Experience
  - Minimum high school diploma / GED
  - Minimum two (2) years specialized training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training
- Skills
  - Advanced knowledge of clerical and administrative support profession
  - Advanced record-keeping skills
  - Thorough knowledge of advanced bookkeeping-related functions
  - Ability to read and write proficiently
  - Excellent customer service and problem-solving skills
  - Thorough knowledge of office procedures and operation of various office equipment
  - Advanced data entry and computer operations skills
  - Working knowledge of PC and word processing software

## ***Desired Qualifications***

- 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
- Ability to read and write Spanish

## ***Physical Demands***

Lifting and moving items up to 50 pounds. Ability to sit and stand for long durations of time.

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.



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<b><i>Working Conditions</i></b>
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A professional office setting. Potential travel to program sites.

<b><i>Supervisory Responsibility</i></b>
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No supervisory responsibilities.