

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE ASSISTANT - HEALTH
CLASS CODE: 6600

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: HEALTH

JOB SUMMARY

Under general supervision of the Executive Health Director, performs detailed bookkeeping, financial tracking, and other advanced administrative support duties pertaining to the record keeping and accounting functions of the department.

ESSENTIAL FUNCTIONS

Participates in the preparation of the yearly budget package; monitors the budget by tracking expenditures; coordinates disbursement of funds with the department head; recommends and implements budget adjustments; identifies financial problems and proposes solutions.

Oversees the departmental personnel files and record keeping responsibilities; coordinates and monitors various personnel actions including recruitment, selection, performance appraisals, etc. to ensure compliance with policies and deadlines; ensures accuracy of employee records; monitors retention schedules and ensures timely archiving of appropriate documents; coordinates background checks for the department.

Trains department personnel in computer applications relevant to the department.

Requests work orders for department building maintenance and monitors processes to ensure timely completion of work as requested.

Reviews department clerical and administrative work processes and improves methods used; provides backup support for all clerical functions.

Manages appointment calendar and makes necessary travel arrangements for office administrators.

Prepares various detailed and complex monthly and annual reports and spreadsheets as well as all necessary billings and invoices for contracts.

Makes recommendations to department head regarding confidential personnel issues and the hiring, promoting, or releasing of clerical employees according to County rules and regulations.

Oversees department purchase orders including the timeliness and accuracy of accounts receivable and accounts payable; approves purchase orders in accordance with budgeting constraints and County and department policies; functions as a liaison with the Auditor's Office and provides requested information and documentation as needed

Oversees various department/division petty cash accounts and audits to ensure accurate accounting.

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KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: Utah County Rules and Regulations and county and department policies and procedures.

Working Knowledge of: Proper grammar, spelling, and punctuation; supervisory principles and practices.

Skill in: Reading, writing, and basic accounting; operating standard office equipment; word processing, data entry, spreadsheet creation, and Access database applications.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities; coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; create and maintain record keeping and filing systems.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; and works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 25 pounds; and drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work requires regular contact with the public which exposes the incumbent to others' illnesses and to individuals that are angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE

Associate Degree in a business management or finance-related field and five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.