

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE SECRETARY - HEALTH  
CLASS CODE: 6601

FLSA STATUS: NON-EXEMPT  
SUPERVISORY LEVEL: NONE

EFFECTIVE DATE: Amended 04/06/2009 (replaced 06/14/2008 version)  
DEPARTMENT: HEALTH

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## **JOB SUMMARY**

Under general supervision of division management, performs advanced clerical work and provides primary administrative support to a division director and/or multiple bureau directors.

## **ESSENTIAL DUTIES**

Oversees division personnel files and record keeping responsibilities; coordinates and monitors various personnel actions including recruitment, selection, performance appraisals, etc.; ensures accuracy of employee records; monitors retention schedules and ensures timely archiving of appropriate documents.

Processes necessary information for division payroll and leave accounting; utilizes the County's time-entry system to ensure proper reporting of work time; generates and forwards division reports for department approval; distributes paychecks.

Performs scheduling, notification, and preparation of materials for various meetings and takes notes and prepares minutes.

Drafts, prepares, types, and proofreads correspondence and documents; creates spreadsheets and other forms including department or division newsletters.

Coordinates activities with other employees, divisions, departments, vendors, outside agencies, etc.

Oversees assigned purchasing functions including maintenance of purchasing contracts, maintenance agreements, etc.; makes travel arrangements; tracks purchase orders; initiates authorization of vendor payments; orders and inventories office supplies.

## **ESSENTIAL DUTIES SPECIFIC TO ASSIGNMENT**

### **Nursing**

Ensures new employees attend orientation and conducts in-service training related to administrative and operational policies and procedures; trains staff in the use of specialized software.

Makes appointments for various clinics; maintains administrative and managerial calendar; attends meetings in behalf of department administrator.

Monitors budget needs for division and prepares budget requests; monitors cash on hand and balances daily to CDP reports; runs tapes on checks, cash and credit cards; maintains spreadsheet records; posts receipts as appropriate; ensures HIPAA compliance.

Attends weekly nursing supervisor meetings to take notes and minutes or to furnish information and prepares minutes of meetings.

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**Administration**

Establishes and maintains department-wide procedures for data entry of time worked and leave accounting; generates, distributes, and/or files related reports and records; trains and serves as a backup for time entry personnel in other divisions.

Receives department-wide reports of hours worked for time-limited employees and notifies appropriate supervisors of employees nearing limitation.

Prepares agenda requests to process contracts through the County Commission and tracks contracts through the approval, signing, and distribution process to ensure appropriate processing; maintains log of current and expired contracts.

**Women, Infants, and Children**

Conducts new employee orientation and tracks items not completed on orientation day (videos, etc.) to ensure training needed to meet state module requirements is obtained and documented.

Reviews and resolves monthly statistical report issues; reports problems to supervisor; copies and files as needed.

Performs in-service training for staff on policies, outreach, and other topics as assigned.

Monitors budget needs for division and prepares budget requests; maintains spreadsheet reports; participates in the preparation of the yearly budget package; tracks year end expenditures for state and county fiscal year end; enters and oversees division purchase orders including tracking and goods receiving accounts payable.

**Environmental Health**

Assists the public on the phone and in the office with temporary and annual permits and food handler and food manager certificates; directs customers to appropriate entity or inspector to facilitate resolution of the situation.

Monitors daily money transactions and balances daily to CDP reports; runs tapes on checks, cash and credit cards; posts receipts as needed.

Conducts new employee orientation and tracks items not completed on orientation day (videos, etc.) to ensure training needed to meet state module requirements is obtained and documented; trains personnel in the use of specialized computer programs.

Prepares annual billings for county based food establishments, tanning establishments, body art establishments, pools/spas, and waste haulers; tracks payments and assesses late fees when applicable; creates and maintains associated documents and files.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:** Utah County Rules and Regulations and Policies and Procedures, and related state agency rules and regulations.

**Working Knowledge of:** Proper grammar, spelling, and punctuation.

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

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**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 and work exposes incumbents assigned to Nursing or WIC to noise of crying children.

#### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent 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**

Incumbents 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.