

Date Posted: 6/8/17

Applications accepted until: 6/22/17

Department: Health and Human Services

Job Title: Public Health Administrative Assistant

Salary: \$15.73 - \$19.19/hour

Schedule: Monday-Thursday (20-28 hours/week)

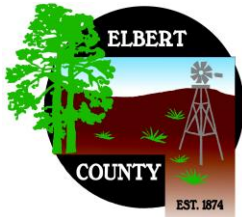
Elbert County is an Equal Opportunity Employer

If interested, please submit application and resume to:

Elbert County Government, PO Box 7, 215 Comanche St., Kiowa, Colorado 80117

Or email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



Public Health Administrative Assistant (Part-time)

Department: Health and Human Services

Salary: \$15.73 – \$19.19/hour

Date: June 2017

FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES

Position provides support to public and environmental health, as well as assists with coverage for the front desk administrative assistant; provides key support in the agency and serves as the focal point of communication for customers.

JOB RESPONSIBILITIES

- Supports data collection and recording within various database programs for County Public Health services;
- Answers phone for Public Health and Environment directing calls to appropriate person for assistance or handling independently;
- Assists Public Health Director in preparing financial reports and statistical reports for State Health Department and State Office of Vital Records;
- Serves as backup for front office answering phones, receiving program applications, etc.;
- Processes birth and death records;
- Performs daily and monthly reconciliation of revenue, expenses, cash receipts and deposits with County Treasurer's office;
- Tracks budget and contracts;
- Processes requests for warrants from County Finance office and verifies warrants against all payment authorizations;
- Additional duties as requested.

KNOWLEDGE/SKILLS

- Excellent customer service, interpersonal and organizational skills
- Excellent communication skills – written, verbal and listening
- Must be self-motivated and proactive in problem-solving
- Ability to multi-task and be flexible with changing work assignments
- Ability to perform routine computer functions and learn new applications as necessary
- Ability to complete work accurately and timely with attention to detail
- Must be a team player and support a team work environment
- Basic bookkeeping knowledge

RESPONSIBILITY

Responsible for independently performing routine work following set procedures and policies; direction comes from the Public Health Director who reviews work in process or upon completion; supports other department personnel.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- Basic computer skills (Word/Excel)
- Ability to operate standard office equipment
- Minimum two years customer service experience

ADDITIONAL REQUIREMENTS

- Must possess and maintain a valid Colorado driver’s license with acceptable motor vehicle record
- Must be able to pass a criminal background check
- Bilingual a plus

PHYSICAL EFFORT, WORK ENVIRONMENT:

Works in a standard office environment; incumbent may encounter angry, hostile clients and verbal abuse.

The following are some of the physical demands commonly associated with this position.

Driving:	Occasionally
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally
Lifting:	1 lb. minimum/40 lbs. maximum
Carrying:	1 lb. minimum/40 lbs. maximum
Push/Pull:	1 lb. minimum/40 lbs. maximum