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

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**Public Health Administrative Assistant (Part-time)**

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<td>Date: June 2017</td>
<td>FLSA: Non-Exempt</td>
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**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: 1 lb. minimum/40 lbs. maximum
Carrying: 1 lb. minimum/40 lbs. maximum
Push/Pull: 1 lb. minimum/40 lbs. maximum