



# JOB DESCRIPTION

<i>Title</i>	<b>Administrative Assistant III -Public Health Director</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>	Jan 2022	<i>Reviewed</i>	<i>Revised</i>

## ***Purpose***

Provides a high degree of specialized knowledge, skills, and experience in administrative and clerical support to the Public Health Director and Deputy Director. Responsibilities include advanced word processing, document preparation, report writing, file maintenance, data entry and tracking, research and analysis, coordination of various departmental, interdepartmental, and public matters, and management of multiple projects and tasks as assigned.

## ***Essential Functions***

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring 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 department head and program personnel; may include scheduling, preparing agendas, meeting attendance and transcribing minutes, and coordinating workflow within and outside the department/program.
- Composes and/or provides advanced editing to various documents such as policies, letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verifies and corrects grammar, spelling, and formatting for clarity and content. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department/program.
- Researches and compiles data from various sources, some confidential. Checks completed materials for accuracy and compliance; prepares summary reports as requested regarding policy formation, procurement, and other departmental needs as assigned.
- Accurately enters and retrieves data from computer files, including complex or technical materials (e.g., legal forms, formal documents, complex records); interprets data for proper input to program formats. Processes, records, files, and distributes timely reports to appropriate parties.
- Serves as point of coordination as authorized for various interdepartmental and civic matters; may serve as administrative support for assigned boards and committees.
- As back-up support performs department reception and customer service duties, including serving as Deputy Health Registrar. Professionally greets visitors, responds to incoming phone calls, provides accurate and timely responses to inquiries and complaints, sends/receives emails, and maintains ongoing communication with the public.



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- Receives, transfers, or refers calls to appropriate sources; provides program information and policy interpretations related to department/program services.
  - Processes transactions, compute, or verifies data, fees, or payments; accurately transmits, screens, or conveys information using proper formats, documents, and procedures.
  - As back-up support may perform advanced bookkeeping-related functions for the department; may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and depositing funds.
  - Sorts, arranges, files, and maintains documents and records; reviews files for completeness and accuracy; updates and purges files according to department/program guidelines.
  - In coordination with supervisor, maintains, amends, or develops department procedures, routines, and filing systems, including new employee orientation, procurement, and required annual training and training logs.
  - Train and coordinate the work activities of 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.

## ***Mandatory Qualifications***

- Education and Experience
  - Minimum high school diploma / GED
  - Minimum three (3) years of training and experience in a professional environment or any satisfactory combination of experience and training
- Skills
  - Advanced knowledge of clerical and administrative support profession
  - Advanced record-keeping skills
  - Knowledge of advanced bookkeeping-related functions
  - Ability to read and write proficiently
  - Excellent customer service and problem-solving skills
  - Advanced knowledge of office procedures and operation of various office equipment
  - Advanced data entry and computer skills

## ***Desired Qualifications***

- Ability to read and write Spanish
  - Some college-level courses in business management, accounting principles, and techniques of project management or other related fields
  - Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department
  - Experience with EMRs.
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## ***Physical Demands***

May require moving materials, books, files, etc. up to 50 pounds. Long durations of sitting or standing.

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.

## ***Working Conditions***

Professional office setting

## ***Supervisory Responsibility***

No supervisory responsibilities.