

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE ASSISTANT - aDDAPT
CLASS CODE: 6359

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 11/09/2016 (REVISED 9/29/2014 VERSION)
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

JOB SUMMARY

Under general supervision of the Director – Drug & Alcohol Prevention & Treatment, performs routine and complex administrative support duties pertaining to record keeping, operations, and accounting functions of the department.

The Department of Drug & Alcohol Prevention & Treatment is a large department with over 115 employees, a variety of programs, and multiple work sites.

ESSENTIAL FUNCTIONS

Serves as primary liaison with the Personnel Office for department-wide payroll processing and problem resolution. Establishes procedures, and receives and reviews payroll forms and records from all programs and locations.

Serves as liaison with the Personnel Office for the department head and other supervisors regarding a high volume of recruitment for, and selection and hiring of, career service and non-benefitted employees. Tracks potential new hires through the steps of the hiring process to ensure timely completion of requires action.

Monitors the national List of Excluded Individuals and Entities (LEIE) to ensure employees and sub contractors are eligible to provide services under federal funding requirements. Updates Federal Exclusion Lists as necessary to reflect current licenses.

Receives, reviews and processes subpoenas and other requests for information according to HIPAA.

Prepares agenda requests to process contracts/grants through the County Commission; tracks through the approval, signing, and distribution process to ensure appropriate processing. Maintains a log of current and expired contracts. Accesses Share Point, the state's contract system, to monitor, track and verify information.

Manages various contract including those for property leases and independent contractors.

Conducts departmental orientation for new employees. Creates and maintains files for department personnel. Ensures inclusion and accuracy of pertinent forms and documents.

Tracks due dates of performance appraisals, ensure completion, and submission to the Personnel Office. Tracks employees' professional licensing status, sends reminders for license renewal and documentation of requires continuing education.

Administers and tracks new employee training and In Service Programs in Relias.

Maintains Employee Information in the Electronic Health Records (EHR).

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Coordinate hire and termination dates, and personnel actions for promotion, reassignment etc. Ensures the department's record of positions corresponds with the County's official staffing plan.

Oversees assigned purchasing functions. Initiates vendor payments; enters and tracks purchase orders to completion.

Processes a moderate volume of travel arrangements including conducting research, making arrangements, and reconciliation.

Performs department key audits. Coordinates key orders with Public Works for new employees, including replacement and lost keys.

Confirms all clinical and treatment employees are registered with the Registry of National Provider Information under Medicaid guidelines.

Assist with completing and storing required Medicaid documents and contracts.

Monitors cell phone and wireless accounts. Receives and pays regular bills for services, identifies and tracks personal calls, and orders new replacement cell phones. Tracks equipment assigned to employees.

Creates a variety of documents and spreadsheets.

Maintains a calendar of meetings and special events for management; schedules and notifies involved parties and ensures necessary agendas, reports, and other information are prepared and available.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Directing the work of time limited clerical personnel.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of:

Personnel Rules and Regulations.

County Policies and Procedures.

Structure, functions, and policies and procedures of the department.

Basic Knowledge of:

Supervisory techniques.

General functions of county government.

Skill in:

Reading, writing, and basic accounting.

Proper grammar, spelling, and punctuation.

Operating standard office equipment.

Software applications such as Microsoft Office, and in learning county and/or industry specific software programs and data bases.

Creating documents and spreadsheets.

Creating and maintaining record keeping and filing systems, including electronic.

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Ability to:

Maintain cooperative working relationships with those contacted in the course of work activities.
Communicate effectively verbally and in writing.
Maintain confidentiality.
Coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions.
Lead and train others.

PHYSICAL DEMANDS

Typically:

Sits at a desk or table.

Regularly:

Walks, stands, or stoops.
Works for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lifts or otherwise moves objects weighing up to 30 pounds.
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 typically performed in an office or other environmentally controlled room, but requires walking across the street to the Administration Building daily.

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.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Selected applicants may be subject to a background check.
Applicant must possess a valid 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.