

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE SERVICES ASSISTANT - HEALTH
CLASS CODE: 6630

FLSA STATUS: NON-EXEMPT
SUPERVISORY LEVEL: NONE

EFFECTIVE DATE: 8/18/2015
DEPARTMENT: HEALTH

JOB SUMMARY

Under general direction of the Executive or Deputy Director-Health, performs routine and complex administrative support duties pertaining to payroll and other record keeping and accounting functions of the Utah County Health Department.

The Health Department is a very large department with over 250 employees and nearly 10 divisions. The incumbent in this position functions as payroll coordinator for the department and serves as primary backup for the Business Manager-Health.

ESSENTIAL DUTIES

Serves as primary liaison with the Personnel Office for department-wide payroll processing and problem resolution. Receives and reviews payroll forms and records from all divisions.

Establishes and maintains department-wide procedures for data entry of time worked and leave taken. Maintains files for Absence Requests including FMLA. Provides training, ensures accuracy, and serves as a backup for time entry personnel in other divisions.

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 track and verify information.

Works closely with the Board of Health ensuring that the County complies with regulations, fee schedules and audits.

Coordinates random drug testing with the Personnel Office.

Receives, screens and directs incoming phone calls for a multi-line phone system. Provides initial response to questions, complaints or problems following established communications and information sharing policies.

Oversees assigned purchasing functions. Initiates vendor payments; creates and tracks purchase orders; makes travel arrangements for the division.

Functions as primary backup for the Business Manager-Health performing other advanced administrative support duties as necessary.

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

Performs scheduling, notification, and preparation of materials for various meetings such as Board of Health, Department meetings. Takes notes and prepares minutes.

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Prepares 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of:

Personnel Rules and Regulations.

County policies and procedures.

Structure, functions, and policies and procedures of the Health Department.

Working Knowledge of:

Proper grammar, spelling, and punctuation.

Basic Working Knowledge of:

Budget development and administration.

General and fund accounting.

Basic Working Level Skill in:

Reading, writing, and basic accounting.

Proper grammar, spelling, and punctuation.

Operating standard office equipment.

Software applications such as Microsoft Office and Access database applications

Creating documents and spreadsheets.

Creating and maintaining record keeping and filing systems.

General functions of County government.

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.

Maintain confidentiality.

PHYSICAL DEMANDS

Regularly:

Sits at a desk.

Walks, stands, or stoops.

Works for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lifts or otherwise moves objects weighing up to 25 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 performed in an office or other environmentally controlled room.

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EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

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 shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicants 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.