



Senior Office Specialist – Health Promotion

Job Description

Department: Health
Position: Career Service
Grade: 504
Supervisory: Lead
Reports to: Director - Health Promotion

Summary

Under general guidance and supervision of the Director – Health Promotion, performs clerical and secretarial support duties as needed to expedite day-to-day operations and services of health education and promotion programs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Act as front office receptionist; answer telephones and assist callers; answer questions from companies, clients, or employees; direct questions to program staff; provide information or take messages, as needed.
2. Schedule appointments for health education programs, such as car seat checks and tobacco classes.
3. Reconcile cash on hand against receipts.
4. Deposit monies collected for educational classes.
5. Distribute monies received to appropriate parties.
6. Compile and review invoices and monthly billing statements for accuracy.
7. Distribute petty cash to appropriate parties for purchasing incentive materials.
8. Receive, distribute, and organize incoming and outgoing correspondence and files; establish and maintain files and record systems.
9. Follow up on payment problems or past due PO's; maintain accounts, vendor, and/or customer records through computer input.
10. Conduct research related to incentives, office projects, and billing/accounting needs; process orders, as needed.
11. Monitor and maintain office supplies and equipment.
12. Serve as division timekeeper; verify hours worked and mileage submitted for bi-weekly payroll.
13. Train and assist clerical staff, new employees, and interns; provide training in the use of health promotion equipment and relevant computer applications.
14. Provide backup support for clerical functions; prioritize work as needed.

For Office Use Only

Job Code: 6617

Job Title: Senior Office Specialist – Health Promotion

FLSA: Non-Exempt

Effective Date: 9/15/2020

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of Health Department policies and procedures and laws, codes, and regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in basic bookkeeping
- Skilled in using various software programs unique to the Health Department and/or Health Promotion
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to train and lead others

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a lead to others and as coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and

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ability to adjust focus. The employee is required to type, file, and lift office supplies up to fifty (50) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience, of which two (2) years were directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

Career Ladder Advancement

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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