

# Community Health - Administrative Assistant II

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Department:	Community Health
Supervisor:	Department Head
FLSA Status:	Non-Exempt
Grade:	3 (new job description)
Revision Date:	August, 2020
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## Job Summary:

The Administrative Assistant II performs a full range of secretarial and clerical functions for the Community Health Department. Must have the ability to take initiative and work in an unsupervised environment, as needed. Duties include performing a variety of support activities, such as conference or meeting planning, preparing complex documents and performing or coordinating activities in support of the department. Collects, compiles, records or otherwise gathers data and prepares standard and custom reports with information necessary for decision-making, composes routine correspondence, and creates reports. Typically handles ordering of department supplies, intermediate record keeping, some intermediate accounting responsibilities, such as departmental accounts payable and receivable. Assistant typically uses computer software applications for word processing, spreadsheets, databases, and web page content preparation. Other skills include use of a programmable telephone system, audiovisual and recording equipment, internet usage, and strong technical support abilities. Will assist with the research, writing, and submitting grants for the benefit of the Department.

## Scope of Responsibility

The Administrative Assistant II is familiar with department operations and is able to work with minimal assistance. Working under limited supervision, this person makes routine choices within established procedures where the impact is readily managed. Performs simple troubleshooting and selects solutions from among proven alternatives. Failures and successes are readily isolated to immediate work areas and have limited financial impact. Requires regular interaction to provide basic information, where relationships involve cooperation within the overall organization and/or directly interface with individual customers or vendors.

## Essential Duties and Responsibilities:

1. Administrative Duties.
  - Maintains schedules and calendars for the Department.
  - Handles office document control for department, including, but not limited to, copying, collating, distributing, scanning, and filing.
  - Handles mail correspondence for department.
  - Manages finances of petty cash accounts.
  - Orders and maintains supplies for department.
  - Prepares and submits claims for payment to the Clerk & Recorder office.

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- Prepares and submits deposits to the Treasurer's Office.
  - Assists Department Head in budget preparation and management.
  - Assists with preparation of department reports.
  - Maintain proficiency with technology and multiple computer operating platforms
  - Keep Community Health social media sites up to date, including county webpage.
  - Assist with researching, writing, and submit grants.
  - Maintain and ensure a confidential professional work place.
2. Performs other duties as assigned.

## **Minimum Qualifications:**

Position requires excellent typing, spelling, filing, reception, organizational and general office skills. Requires reading, writing, math, and problem-solving skills equivalent to that of one holding a high school diploma or GED. Experience with modern office equipment. Experience with community assistance operations is preferred. Ability to work independently and as a member of a team. This position requires the ability to maintain a high level of confidentiality and to deal courteously and efficiently with a variety of individuals. Must possess, or obtain within 60 days from start of employment, a valid Montana driver's license.

## **Physical Demands & Working Conditions:**

Work is primarily in an office environment. Requires moderate physical effort, moving between 5 and 25 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Requires high attention to detail or deadlines on a moderate basis (between 15% and 45% of the time). Work requires exposure to one disagreeable element present which is not of greater than moderate intensity, on an intermittent basis (less than 15% of the time).