

## **ADMINISTRATIVE ASSISTANT**

Primary Purpose: This is a professional position responsible for supporting and assisting the Director of Perry County Health Department. Responsible for a variety of business support service functions, such as basic bookkeeping, recordkeeping, and providing specialized and technical program or department specific information to internal and external customers. Requires discretion and independent judgement exercised within the policies and timeframes. Confidentiality on inter-office and personnel issues.

Perry County Health Department is an equal opportunity affirmative action employer, as well as at will employer. All services are provided on a nondiscriminatory basis.

**Supervision:** Under the direct supervision of the Director.

**This description may not include all of the duties, knowledge, skills or abilities associated with this classification.**

### **DESCRIPTION OF WORK:**

Essential Functions-

- Performs a variety of special projects and tasks as assigned by the Director.
- Assists with payroll functions, fringe benefits, and capabilities.
- Assists with financial responsibilities of the Health Department, such as functions of accounts payable and receivable
- Makes bank deposits regularly
- Assist Director in tracking and maintaining reports for expenditures related to various health department programs and funding sources
- Assists Director in overseeing the Health Department's financial transactions and reviews financial reports to assure accurate transaction positing for expenses and revenues.
- Assists in the preparation for external and internal audits.
- Provides specialized and/or technical Health Department and/or program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person.
- Establish, maintain, code, modify, track and/or retrieve information and compile data that may require information searches through files, contracts, records, or computer files, including spreadsheets and/or customized database applications; enter, obtain and/or verify information and make sure the appropriate disposition of evidence and/or exhibits follow established, clearly defined methods and guidelines.
- Maintain, inventory, order, collect and distribute supplies and/or equipment.
- Assist Director in documentation of staff time
- Assist Director with new employee processing and changes to benefits
- Maintains confidential personal information.

- Organizing and assisting with special events for Perry County Health Department.
- Performs essential duties related to emails, letters, reports, policies, and protocols, and other documentation.
- Assists in preparing agendas for various meetings including but not limited to; staff, board, and strategic planning.
- Assists in trouble-shooting reported building repairs and maintenance needs.
- Serves as resource to employees and refers them to appropriate area for assistance for questions about various policies, practices and procedures.
- Performs other related work and duties as assigned by the Director.

### **QUALIFICATIONS REQUIRED:**

- Valid drivers license
- Minimum of a High School diploma or GED.
- Prior experience performing administrative and financial support functions preferred.
- Proficient skills in Microsoft office programs, including excel.
- Strong problem solving, analytical skills and organizational skills are essential.
- Must have knowledge of proper use of grammar, spelling, punctuation, and basic math skills.
- Must have excellent oral and written communication skills.
- Must have good public relation skills due to the exceedingly high amount of contact with the public, board members, staff, and outside agencies.
- Must be able to handle multiple tasks simultaneously
- Must have the ability to maintain confidentiality.
- Must have strong customer service skills.

### **ABILITIES:**

- Ability to use independent judgement in problem solving with minimal supervision
- Ability to time manage
- Ability to prepare and maintain records.
- Ability to utilize a range of office software, including email, spreadsheets and databases.
- Ability to provide complex administrative assistance as assigned.
- Ability to establish and maintain effective courteous working relationships with staff, management of Perry County Health Department and the public.
- Ability to work as a member of a team in carrying out Perry County Health Department's mission statement and philosophy.
- Ability to perform the essential functions of the job without posing a direct threat to Perry County Health Department and the safety of others.

### **PHYSICAL REQUIREMENTS:**

- Perform bending and reaching to both ground level and overhead.
- Carry items up to 15 pounds, periodically.
- Hold and grip objects; computer mouse.

### **WORKING ENVIRONMENT:**

- Primarily indoors, with heating and cooling regulated in a general office environment; may be subjected to extreme levels of noise.

**MISCELLANEOUS REQUIREMENTS:**

- May be available to work irregular hours as needed.
- Must have ability to maintain confidentiality.