

JEFFERSON COUNTY GENERAL HEALTH DISTRICT

**An Equal Opportunity Employer
POSITION DESCRIPTION**

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Employee:		Division:	Administration
Classification:	Administrative Assistant	Reports to:	Fiscal Officer
Class No.:		Employment Status:	Full-Time
Position:	Administrative Assistant	FLSA Status:	Non-Exempt
Civil Service Status:	Classified	EEO Category:	6

QUALIFICATIONS:

Completion of secondary education or equivalent (high school diploma or GED) and five (5) years' prior training and/or related experience; completion of Associates' Degree and two (2) to four (4) years' prior training and/or related experience; completion of Bachelor's Degree and one (1) to two (2) years' prior training and/or related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of: chemicals commonly found in an office environment (toner, correction fluid, etc.); communicable diseases; upset or emotionally distraught individuals.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101

60% (1) Provides complex and strategic level administrative support to the Health Commissioner, Grants Coordinator, and Accreditation Coordinator; performs a variety of administrative and clerical tasks in order to assist with the efficient operation of the agency (e.g., receives and responds to telephone inquiries; files and retrieves documents; creates forms; types letters; assembles packets of information for Board members; etc.); assists with purchase orders; assists with OSHA compliance and scheduling of safety trainings; assists Health Commissioner and other Agency administrators with scheduling and travel.

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Employee	Position:	Administrative Assistant
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35% (2) Operates and maintains social media accounts connected with the Agency; ensures posting of updates in a positive and proactive manner in collaboration with the Health Commissioner; assists Health Commissioner with other marketing and media efforts as assigned; assists with preparation of materials and reports for Board of Health meetings; records Board of Health meeting minutes; .

(3) Demonstrates regular, predictable, and punctual attendance.

(4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

5% (1) Performs any and all other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: District policies and procedures;* District goals and objectives;* GMIS, Microsoft Office (Word, Excel, Power Point); office practices and procedures; English grammar and spelling; records management.

Skill in: typing; data entry; word processing; computer operation; use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; work efficiently; maintain accurate records; prepare accurate and concise reports; exercise independent judgment and discretion; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; calculate fractions, decimals, and percentages; prepare accurate documentation; communicate effectively; maintain records according to established procedures; develop and maintain effective working relationships.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)