

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION SECRETARY - HEALTH
CLASS CODE: 6601

FLSA STATUS: NON-EXEMPT
SUPERVISORY LEVEL: NONE

EFFECTIVE DATE: 08/18/2015 (REPLACES 1/30/2012 VERSION)
DEPARTMENT: HEALTH

JOB SUMMARY

Under general supervision of division management, performs advanced clerical work and provides primary administrative support to a division director and/or multiple bureau directors.

ESSENTIAL DUTIES

Oversees division files and record keeping responsibilities. Monitors retention schedules and ensures timely archiving of appropriate documents.

Coordinates various personnel actions with the department's Administrative Services Division including recruitment, selection, and performance appraisals. Ensures accuracy of employee records.

Processes information for division payroll and leave accounting. Generates and forwards division reports to the Administrative Services Division for department approval; coordinates changes and corrections with the same.

Performs scheduling, notification, and preparation of materials for various meetings; takes notes and prepares minutes.

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.

Oversees assigned purchasing functions; initiates authorization of vendor payments and tracks purchase orders. Makes travel arrangements. Orders and inventories office supplies.

ESSENTIAL DUTIES SPECIFIC TO ASSIGNMENT

Nursing

Ensures new employees attend orientation and conducts in-service training related to administrative and operational policies and procedures. Trains staff in the use of specialized software.

Makes appointments for various clinics.

Maintains administrative and managerial calendar.

Attends meetings in behalf of department administrator.

Monitors budget needs for division and prepares budget requests.

Monitors cash on hand and balances daily to CDP reports, running tapes on checks, cash and credit cards.

Maintains spreadsheet records and posts receipts as appropriate.

Ensures HIPAA compliance.

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Attends weekly nursing supervisor meetings to furnish information; prepares minutes of meetings.

Women, Infants, and Children

Conducts new employee orientation and tracks items not completed on orientation day to ensure training needed to meet state module requirements is obtained and documented.

Reviews and resolves monthly statistical report issues. Reports problems to supervisor and copies and files as needed.

Performs in-service training for staff on policies, outreach, and other topics as assigned.

Monitors budget needs for division and prepares budget requests. Maintains spreadsheet reports and participates in the preparation of the yearly budget package.

Tracks year end expenditures for state and county fiscal year end.

Environmental Health

Assists the public on the phone and in the office with temporary and annual permits and food handler and food manager certificates. Directs customers to appropriate entity or inspector to facilitate resolution of the situation.

Monitors daily money transactions and balances daily to the database reports. Runs tapes on checks, cash and credit cards; posts receipts as needed.

Conducts new employee orientation and tracks items not completed on orientation day to ensure training needed to meet state module requirements is obtained and documented.

Trains personnel in the use of specialized computer programs.

Prepares annual billings for county based food establishments, tanning establishments, body art establishments, pools/spas, and waste haulers. Tracks payments and assesses late fees when applicable. Creates and maintains associated documents and files.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: Utah County Rules and Regulations and Policies and Procedures, and related state agency rules and regulations.

Working Knowledge of: Proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic accounting; operating standard office equipment; word processing, data entry, and spreadsheet creation.

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.

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.

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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 and work exposes incumbents assigned to Nursing or WIC to noise of crying children.

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.