

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE SPECIALIST I/II/III - HEALTH PROMOTION
CLASS CODE: I - 6613 II - 6615 III - 6617
FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: I - NONE II - NONE III - LEAD
EFFECTIVE DATE: 06/14/2008
DEPARTMENT: HEALTH

JOB SUMMARY

Performs a variety of clerical and secretarial support duties as needed to expedite day-to-day operations and services of various health education and promotion programs.

CLASS CHARACTERISTICS

Office Specialist I - Health Promotion: Works under close to general supervision in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

Office Specialist II - Health Promotion: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

Office Specialist III - Health Promotion: Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL DUTIES

Office Specialist I - Health Promotion:

Answers telephones and assists callers by providing information or taking messages; answers questions from companies, clients, or employees.

Schedules appointments for various health education programs such as car seat checks and tobacco classes; assists health educators at health fairs and distributes educational material.

Balances cash on hand against receipts; deposits monies collected for various educational classes; distributes monies received to appropriate parties.

Compiles and review invoices and monthly billing statements for accuracy; collects and distributes paychecks and related documents; distributes petty cash to appropriate parties for purchasing incentive materials.

Receives, distributes, and organizes incoming and outgoing correspondence and files; establishes and maintains a variety of files and record systems.

Office Specialist II - Health Promotion (In addition to the essential duties described above):

Follows up on payment problems or past due PO's and maintains updated accounts, vendor and/or customer records through computer input.

Conducts research for ordering incentives, office projects, and billing/accounting needs

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Office Specialist III - Health Promotion (In addition to the essential duties described above):

Serves as backup for data entry of bi-weekly payroll and related duties including balancing employee benefit report and organizing personnel action reports.

Exercises functional control over certain budget items and responsibilities.

Trains and assists with clerical staff, new employees and interns; provides training in the use of health promotion equipment and relevant computer applications.

Prioritizes own and others' work and provides back up support for all clerical functions.

KNOWLEDGE, SKILLS, AND ABILITIES

Office Specialist I - Health Promotion:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

Office Specialist II - Health Promotion (In addition to the knowledge, skills, and abilities described above):

Skill in: Using various software programs unique to the Health Department and/or Health Promotion.

Ability to: Understand broad objectives and follow general instructions.

Office Specialist III - Health Promotion (In addition to the knowledge, skills, and abilities described above):

Considerable Knowledge of: Health Department policies and procedures and laws, codes, and regulations relevant to work performed.

Skill in: Basic bookkeeping.

Ability to: Train and lead others.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts or otherwise moves objects weighing up to 30 pounds.

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.

EDUCATION AND EXPERIENCE

Office Specialist I - Health Promotion: High school diploma or equivalent and one (1) year of general clerical support work experience. 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.

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Office Specialist II - Health Promotion: High school diploma or equivalent and three (3) years of general clerical support work experience. 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.

Office Specialist III - Health Promotion: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years were 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 may be subject to a background check.

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.