

CARBON COUNTY MONTANA

JOB DESCRIPTION FORM

Job Title: Public Health Administrative Assistant

Position#:

Department: Public Health

Reports To: Carbon County Public Health Director

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 40.00 Nonexempt Exempt

Reason for opening: New Position

Prepared By: Erin Cross

Date: 12/13/21

I. **PURPOSE OF THE JOB** (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)

Responsible for maintaining financial records, financial reporting for programs, billing, policy and procedure review, assisting the Public Health Coordinator with various activities and supervises and directs front office activities..

II. **ESSENTIAL FUNCTIONS** (What activities are required for the position to exist? Estimate the percentage of time spent in each.)

The following is a list of duties that will be required of the incumbant. This is merely a sampling and is not meant to be an inclusive list.

- Deal with agencies and other staff in an effective manner
- Track and prepare financial reports for CCPH programs
- Assists with activities that may occur outside of regular working hours
- Keeps accurate and complete records and data
- Effectively schedules front office staff and assists when needed
- Properly receipts funds received
- Accurately and in a timely manner, tabulates and submits monthly reports
- Performs timely and accurate billing.
- Effectively maintains program grant books
- Assists in reviewing budget reports and making corrections.
- Immunization data entry into the IIS (Immunization Information System)
- Review WIC clients for immunization status
- Track numbers for PHEP

<ul style="list-style-type: none"> • Maintaining immunization re-call registry and reminders • Data entry of client immunization histories
<p>III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)</p>
<p>In the event of an emergency this position will fulfill all duties assigned by the Incident Commander. You will be asked to perform those duties that are assigned to you during an emergency.</p> <ul style="list-style-type: none"> • Must maintain a good working relationship with various staff members and maintain professional interactions with the public, private agencies and other departmental staff. • Deals with sensitive information and maintains standards of confidentiality.
<p>IV. KNOWLEDGE AND SKILLS (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)</p>
<ul style="list-style-type: none"> • This position requires a good knowledge of office procedures and practices, bookkeeping, accounting and billing. • Computer knowledge required. Including medical billing software. <p>Skills</p> <ul style="list-style-type: none"> • This position requires skills in computers, filing, maintaining accounts receivable and payable, and supervising various staff, communication, prioritization and organization. • This position performs moderately complex computer entry, requiring adherence to standards of accuracy, confidentiality, and integrity. <p>Abilities</p> <ul style="list-style-type: none"> • This position requires the ability to maintain high standards of accuracy, confidentiality and integrity and establish effective working relationships with fellow employees. • Must deal tactfully with the public and be able to communicate effectively orally and in writing. • Must be self-motivated and able to work independently. • Maintain working relationships with area agencies and organizations; be able to maintain the regular working schedule. <p>Continued Education:</p> <p>This position encourages continued enhancement of accounting and billing skills, as well as increased knowledge of public health and the programs offered by our department.</p> <p>Education and Experience:</p> <p>The above knowledge, skills and abilities are typically acquired through at least a two-year college degree in a related field, or five years of experience in a related field.</p>
<p>V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>Assist program coordinators with preparation and monitoring of program budgets.</p>

VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)
<ul style="list-style-type: none"> • Daily contact with the Public Health Coordinator and department staff. • Contact will also include other agencies, insurance companies as well as business and community members..
VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)
Work involves both office and field duties. Office work is primarily administrative. Field work includes inspections

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input checked="" type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By: Board Of Commissioners

Date:

Comments: