

# CARBON COUNTY MONTANA

## JOB DESCRIPTION



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**POSITION:** Clerk to Public Health Director (0.5 FTE)

**DEPARTMENT:** Public Health

**REPORTS TO:** Public Health Director

**SALARY:** \$20.47/hour

**SCHEDULE:** Tuesday-Friday, 5 hours/day

- Full-Time (40 hours)     Part-Time Benefit Eligible (30-39 hours)     Part-Time (≤29 hours)  
 Permanent     Seasonal     Temporary     Grant-Funded     Short-Term  
 Exempt     Non-Exempt
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**PURPOSE OF THE JOB:** The Clerk to the Public Health Director is responsible for directly assisting in the maintenance, organization and reporting of financial records and deliverables for department programs and grants; creating, proof-reading, and editing documents; maintaining the Director's calendar and schedule; assisting with miscellaneous tasks and errands as requested by the Director.

**ESSENTIAL FUNCTIONS:**

Assist with financial reports, databases and records for Carbon County Public Health (CCPH) programs and grants;

Maintain program and grant books;

Build and maintain calendar specific to program and grant deliverable reporting deadlines;

Distribute program and grant tasks for deliverables to appropriate staff, follow-up with staff to ensure deadline compliance;

Assist with the review and reconciliation of the CCPH budget;

Create, distribute and monitor invoices for CCPH services;

Collect receipts and ensure claim forms are submitted in a timely manner to Accounts Payable for reimbursement, maintain accurate records of transactions for CCPH;

Coordinate and schedule meetings and/or events with outside agencies, ensure participant contact and follow-up is completed for each meeting/event, update event and staff calendars with meeting/event information; prepare and present documentation necessary for meeting/event;

Record and finalize meeting minutes;

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Manage effective communication and correspondence on behalf of the Public Health Director;

Arrange and confirm travel arrangements for Public Health Director;

Facilitate productive communication within the department and field interactions with the public;

Maintain professional license and certificate database for staff;

Assist PHEP Contractor with staff trainings and community events;

Assist PH Officer and Clinical staff with documentation, when asked.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Attend trainings necessary to position and/or CCPH when approved by Director;

Research, create, format and finalize documents and/or presentations for the Director;

Copy, scan and fax documentation and maintain record of transmission and/or receipt;

Develop and nurture professional relationships with coworkers, department leadership, County Staff and others;

Maintain sensitive information and standards of confidentiality, with strict adherence to HIPAA and PII;

Run errands for Public Health Director and/or Clinic Nurse/Staff Coordinator, when requested;

In the event of an emergency this position will fulfill all duties assigned by the Public Health Director, Clinic Nurse/Staff Coordinators, PHEP Contractor, and/or Incident Commander. You will be asked to perform those duties that are assigned to you during an emergency as appropriate;

Other duties as assigned.

### **KNOWLEDGE AND SKILLS:**

Proficient in the use of all necessary software for Public Health and able to assist other staff with necessary software;

A solid understanding of office procedures and practices;

Experience in bookkeeping and accounting practices;

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Strong skill set in organization, time management, problem-solving, and strategic planning and scheduling;

Ability to maintain high standards of accuracy, confidentiality and integrity;

Able to communicate effectively orally and in writing;

Must be self-motivated and able to work independently, self-starter.

### **FISCAL RESPONSIBILITY:**

Responsible for assisting with the balance, reconciliation and maintenance of department budget, processing accounts payable receipts and claims, and aid in the grant-funds process.

### **EXTENT OF PUBLIC CONTACT:**

Extensive, constant contact with a variety of people, including the public, other staff, contractors, volunteers, visitors, etc.

### **WORKING CONDITIONS AND ENVIRONMENT:**

Physical Activity:

- Repetitive Motion:  Never  Occasionally  Frequently  Continually  
(repeating movements of arms, hands and wrists)
- Talking:  Never  Occasionally  Frequently  Continually  
(express or exchange ideas verbally)
- Hearing:  Never  Occasionally  Frequently  Continually  
(perceive sound by ear)
- Seeing:  Never  Occasionally  Frequently  Continually  
(obtain impressions through the eye)

Activity Level:

- Sedentary  
(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)
- Light  
(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)
- Medium  
(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)
- Heavy  
(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)
- Very Heavy  
(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

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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.

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Employee Signature

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Supervisor Signature

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Date

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Date

### FOR OFFICE USE ONLY

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JOB DESCRIPTION:  APPROVED  DENIED

SALARY SCHEDULE:  ADMIN  CLERK  DISPATCH  NURSE  ROAD  SHERIFF

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Presiding Officer Signature

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Date

COMMENTS: