

**POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA**

POSITION: OFFICE SECRETARY/CLERK NURSING DIVISION

DEPARTMENT: HEALTH DEPARTMENT

WORK SCHEDULE: M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

JOB CATEGORY: COMOT-Clerical

DATE WRITTEN: 09/22/08

STATUS: Part-time

DATE REVISED: 12/7/10

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Answering to the Public Health Nursing Coordinator, as primary supervisor, the Nursing Office Secretary/Clerk is provides secretarial and clerical services to all Nursing Division staff and receptionist services to Nursing Division clients. This individual will provide the following services and perform the duties listed below, as delegated by Nursing staff. The Health Department Secretary is the agent of the Howard County Health Officer.

DUTIES:

Phone Services

Answers incoming calls.

Transfers calls and/or initiates voice mail to appropriate staff.

Takes messages as appropriate.

Makes phone calls as requested by staff.

Data Services

Enters data as requested by staff.

Retrieves data as requested by staff.

Retrieves e mails, faxes daily and sends to appropriate staff.

Faxes items as requested.

Assembles invoices, letters, reports, mailings as requested.

Clients

Greets clients and directs to appropriate offices/services.

Provides applications, forms, and information as directed by staff.

Refers clients to staff for technical information and related questions.

Provides written and verbal information to clients as authorized by staff.

Filing

Files all work promptly once completed.

Retrieves files as directed.

Maintains filing system in Nursing office.

Copying

Makes and assembles copies of materials/records as requested by staff.

Provides copies of materials/records for clients as directed by staff.

Mail

Assists with mail when requested.

Payroll

Assembles weekly staff time sheets.

Attends meetings, workshops, and continuing education as directed by supervisor or Administrator

SKILLS:

Ability to apply common sense understanding to accurately carry out instructions furnished in written, oral, or graphic form.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence.

Ability to effectively present information in one on one and small group situations to customers, clients, and other employees of the county.

Ability to communicate efficiently and effectively.

Ability to type, use a computer, and other skills necessary for the conduct of secretarial duties.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Performs any and all other tasks as directed by the Nursing Manager or Administrator

RESPONSIBILITY: Provides clerical services to Nursing Division staff and receptionist services to clients.

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED); or three months to one year related secretarial experience and/or training; or equivalent combination of education and experience.

PERSONAL WORK RELATIONSHIPS:

Ability to communicate tactfully, both verbally and in writing.

Ability to interact with internal and external customers with tact, dignity, and respect.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed in an office setting with quiet noise levels. Occasionally, duties will require travel in a vehicle to acquire supplies or attend training workshops.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
YES _____ NO _____

Applicant/Employee signature

Date