

City-Cowley County Health Department

OFFICE ASSISTANT I
POSITION DESCRIPTION

POSITION SUMMARY

Under the supervision of the Clerical Supervisor, the Office Assistant I in this position performs duties in various programs of the Health Department in the Winfield and Arkansas City (as needed) locations. The Office Assistant I will perform routine clerical tasks and follow prescribed procedures which have already been learned on the job. The work experience is of an independent complex nature. Duties involve careful analysis and interpretation of data for the purpose of planning, developing and problem solving. Decision making is controlled by established guidelines set forth by the Clerical Supervisor and the Department Administrator. The employee in this position is responsible for and held accountable for maintaining patient/client confidentiality.

EXAMPLES OF WORK (ESSENTIAL FUNCTIONS)

- Provides clerical services including, but not limited to, serving as receptionist and answering the telephone, filing, posting records, and organizing patient charts.
- Dealing with the public and fellow employees in a polite and pleasant manner.
- Maintain an effective immunization recall system. This will include, but not limited to, making follow-up contact via post cards sent to parents/guardians not less than once every 4 weeks.
- Provides scheduling for WIC, KBH, and Family Planning certification appointments.
- Serves as keyboard operator by entering various Health Department data for the purpose of generating various activity reports.
- Performs other duties as assigned.

SPECIFIC TO THIS POSITION

- Balances money receipts at end of each working day and transfers to Accounts Payable Manager.
- Maintains immunization computer program.
- Provides clerical assistance in preparing and distributing WIC vouchers.
- Prepare, review, and coordinate information for charts. Check records and schedules for accuracy. See that deadlines are met.
- Serves as Family Planning clerk on exam night.
- Serves as KBH Coordinator.
- Coordinates the gathering of statistical data.
- Assists with clerical duties for various clinics, as assigned.

OFFICE ASSISTANT I POSITION REQUIREMENTS

EXPERIENCE: Employee is expected to have acquired the necessary information and skills to perform the job satisfactorily after the probationary period has ended.

EDUCATION: High School diploma or GED is required.

SKILLS: Thorough knowledge of operating a copy machine, calculator, typewriter, and computer. Thorough knowledge of modern office practices, procedures, and equipment.

DECISION MAKING: The ability to make intelligent, well thought out decisions is crucial in this position. Failure to do so will slow down the essential functions and programs of this Health Department.

ACCOUNTABILITY: Employee is not responsible for budgetary control of the department and does not participate in the department budget process. Employee is responsible for reading, knowing, and following policies, procedures, and protocols for the Health Department. The employee is responsible for reading, knowing, and following guidelines in manuals dealing with specific programs, as assigned. The employee in this position is forbidden to offer ANY medical advice to the general public while acting as or perceived as an agent of the Health Department.

PERSONAL RELATIONS: Continual contact with other county agencies, state health department staff, local medical professionals, and the general public. Must be able to establish and maintain effective working relationships with fellow employees.

OTHER REQUIREMENTS: Valid Kansas drivers license, use of personal automobile and certificate of liability insurance from automobile insurer.