

**ADAMS COUNTY  
SUMMARY JOB DESCRIPTION**

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**Position: Administrative Assistant - Ritzville**  
**Department: Integrated Health Care Services**  
**Annual Hours Worked: 2088**

**Position Number: 1040032**  
**Salary Schedule: Range 6**  
**Class: Non-Exempt**

**1.0 MAJOR FUNCTION AND PURPOSE**

- 1.1 The person in this position provides administrative duties.
- 1.2 The person is also responsible for providing receptionist and clerical work for all programs of Integrated Health Care Services as necessary to efficiently manage the agency's consumer reception area.
- 1.3 The person also acts as frontline emergency services contact for consumers.

**2.0 SUPERVISION RECEIVED**

- 2.1 Persons in this position are given discretion, within the scope of policy and regulations, in the routine performance of their duties. Supervision and guidance are received from the Assistant Director.

**3.0 SUPERVISION EXERCISED**

- 3.1 Persons in this position do not routinely supervise anyone.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

- 4.1 Acts as a receptionist, greets all patients, consumers, and directs them to a provider or service as scheduled.
- 4.2 Screens Calls visitors and refers inquiries as appropriate.
- 4.3 Assist individuals with any necessary paperwork that is requested of them and interpret when necessary.
- 4.4 Perform consumer data searches into various software applications to determine eligibility. Employees occupying this position perform a variety of clerical tasks, which require the use of office machines and a variety of internal and external computer software programs.
- 4.5 EMR (Electronic Medical Records) duties include but are not limited to, scheduling appointments for counseling services.
- 4.6 Persons in this position are responsible for gathering demographic data, verifying consumer funding sources within the State's Medicaid system (Provider One) and Raintree system and completing a financial intake on all eligible consumers.
- 4.7 Data entry of consumer information into agency EMR data systems.
- 4.8 Receipting monies as needed.
- 4.10 Assist Individuals as well as nursing and clinical staff with Behavioral Health, WIC, Vital Statistics, Environmental Health, or other services as needed.
- 4.11 Assist with immunizations including reviewing patient records on file in the State Child profile software system.
- 4.12 Consult with clinic nurse on vaccines being requested and perform other duties related to the immunization process.
- 4.13 Prepare Birth Certificates paperwork for Deputy Register.
- 4.14 Maintain supplies, and order as needed; process daily mail; compose correspondence and draft other documents as needed for day-to-day operation.
- 4.15 Performs other duties and responsibilities as assigned.

## **5.0 REQUIRED KNOWLEDGE AND ABILITIES**

- 5.1 Ability to apply laws, codes, regulations, policies, and procedures as they pertain to executing assignments.
- 5.2 Demonstrate knowledge of and be able to perform Data Entry into various agency Client Information Systems (CIS).
- 5.3 Must have cognitive ability to accurately search for errors, data entry, and related purpose.
- 5.4 Ability to interpret a variety of instructions furnished in written, oral, schedule or diagram form.
- 5.5 Knowledge of modern office practices, procedures, and equipment.
- 5.6 Ability to properly plan, organize and schedule work.
- 5.7 Excellent computer skills to include, but not be limited to; Outlook, Microsoft Word, and Excel, must be able to utilize communications and equipment necessary to perform required duties. Ability to use a typewriter, computer terminal, T.D.D. machine, calculator, and other office equipment standard to areas of assignment and to adapt to new and /or modified equipment which may be acquired.
- 5.8 Ability to maintain a high level of confidentiality.
- 5.9 Ability to work independently managing time and establish priorities; can communicate effectively and efficiently both orally and in writing. Ability to maintain effective working relationships with all IHC staff other professionals, agencies, consumers, and members of the public.

## **6.0 MINIMUM QUALIFICATIONS**

- 6.1 Must have a valid Washington State driver license and proof of current vehicle insurance.
- 6.2 Pass Washington State Criminal background check upon employment.
- 6.3 High School diploma or GED equivalent. Must have one year's business college experience in a related field. Prior experience in computers and/or knowledge of accounting principles is required. Prior work experience can be substituted.

## **7.0 DESIRABLE QUALIFICATIONS AND ABILITIES**

- 7.1 Two years of clerical\secretarial experience to ensure knowledge and skills in office practice, equipment, and interpersonal skills.

## **8.0 WORK ENVIRONMENT**

- 8.1 Work is normally performed indoors in an office environment with many interruptions.
- 8.2 Some work outdoors may be required.
- 8.3 The work schedule varies depending primarily on the needs of the program participants, activities that may be scheduled beyond the control of program participants, and training opportunities that may arise.
- 8.4 Overnight travel may be required in some circumstances.
- 8.5 This job requires the independent ability to transport safely throughout the county to provide agency services in outlying areas of the county.
- 8.6 A county vehicle may be available for use when conducting official business.
- 8.7 However, employees may utilize their private vehicles in the performance of their duties and will be reimbursed for mileage.
- 8.8 Proof of personal auto insurance with acceptable liability amounts is required to utilize a personal vehicle for county business.
- 8.9 Acceptable liability amounts may be defined by Adams County or the appropriate risk pool.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and as the requirements of the job change.

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