

ADMINISTRATIVE CLERK

Department: Health
Division: N/A
Appointing Authority: Mayor and Health Director

Grade: 7
Revision Date: 11/19
Bargaining Unit: C

Definition:

Performs diversified routine or semi-complex secretarial, clerical and administrative duties in the general administrative support of the Health Department; all other related work as required that is logical to the position.

Supervision:

Works under the direction of the Health Director or designee.

Performs no supervisory functions, works collaboratively with other departmental or city personnel.

Environment:

Minimal physical effort required in performing duties under typical office conditions. Duties are performed under typical office conditions. Operates computers, calculators and other standard office equipment.

Has frequent contact with employees, city departments, outside boards, commissions or organizations; stage agencies, vendors, community organizations and the general public.

Has access to some department level oriented confidential information subject to non-disclosure or limited disclosure pursuant to law, policy or regulation.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay or loss of service, lower standards of service for the city, or may cause legal or financial repercussions.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Execute administrative programs and policies for the department; set up and maintain schedules and inventories; write informational letters; distribute information in verbal or written form to department personnel or as directed.

Responsible for all cash turnovers for Health Department; responsible for fees required with permits, health records, or other services, etc. Maintain financial or other records pertaining to fees, budget or other transactions. Turnover collected fees to the City Treasurer as scheduled.

Perform receptionist duties; greet walk-in visitors, provide information, take messages, deal with complaints, make referrals, receive and forward incoming calls, advise public on routine health procedures.

Responsible for acceptance of various applications, confidential Financial Aid Applications, Vendor Applications, and a variety of other Health Department applications. Maintain computer programs including databases for Health budget.

Compute, prepare, and forward bills for miscellaneous services provided by the department. Maintain accounts receivable records and following delinquent accounts. Maintain all records including accounts payable. Maintains office personnel time keeping records. Prepare payroll. Maintain filing system for department.

Compute, prepare and distribute various reports and summaries under the direction of the Inspector. Prepares all licenses/permits according to the rules and regulations of the Health Department.

Receive notices of deaths, diseases, premature infants and various other data from hospitals, doctor, and funeral directors; record data, compile and prepare a variety of reports, statistical data and other information to governmental departments and agencies.

To be on call 24 hours a day, 7 days a week for issuance of burial permits for out of city Funeral Directors and emergency cases as per Director's schedule.

Schedule, set up and post Board of Health Meeting, contact members, locate place to hold meeting, prepare and copy all minutes for the Board of Health, gather information for each meeting and agenda. Orders and distributes P.P.D. to Hospitals and Franklin County House of Correction. Keep records, complete quarterly reports to be sent to Boston.

Responsible for all communicable disease paperwork for reporting purposes; maintain confidential records for communicable diseases. Responsible for all quarantine paperwork and database, record keeping quarantine paperwork for reporting purposes and letters notifying persons responsible.

Maintain adequate inventory of biological and bacteriological materials, requisition as necessary to maintain prescribed levels; dispense to doctors and hospital in accordance with established procedures. Responsible for all animal bite paperwork as directed by Animal Inspector or Animal Control.

Responsible for posting of legal notices in City Clerk's Office as well as legal notices for Board of Health.

Orders all office supplies for Health Department.

Minimum Qualifications:

Education and Experience:

High School diploma or G.E.D. required; Associate's degree in office, health, business or records management or related field preferred. Two years of office experience preferably in a municipal environment and preferably in a health department; or, any equivalent combination of education and experience that enables performance of all aspects of the position.

Knowledge, Ability and Skill:

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware and software applications.

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service.

Strong organizational skills in a multi-task environment required. Ability to plan and work independently, ability to work on and prioritize several on-going tasks. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to keep accurate and detailed records using standard or proprietary computer software; apply organizational skills efficiently with attention to detail, and ability to operate standard office equipment. Ability to meet project and requisite deadlines and work effectively in pressure situations.

Ability to interact tactfully and appropriately with general public and outside agencies or contacts in an appropriate manner. Working knowledge of department operations and functions.

Physical Requirements:

Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus, ability to distinguish color in graphs, charts, etc.

Special Requirements: Must have a valid class D driver’s license; must have an acceptable driving record and be insurable under city’s policy; must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 11/22/2019 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 10.72, 8/84, 1/97, 9/12, 11/19

Department Head

Mayor

[C Review _____]