



MODOC COUNTY

Health Services Department

441 North Main Street
Alturas, CA 96101
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Stacy Sphar, DNP
Director of Health Services

Edward P. Richert, MD
Public Health Officer/Medical Director

Tanya Schulz, RN, PHN
Public Health Branch Director

Michael Traverso, LMFT
Behavioral Health Branch Director

Warren Farnam, REHS
Environmental Health Branch Director

Health Services Administrative Specialist:

Range 233 A-J (\$3,491 – \$5,416 per month)

To Apply: Application & Resume to BH (441 N. Main St. Alturas, CA) deadline to apply: Open until filled.

Duties: Modoc County Behavioral Health has a permanent FT opening for a Behavioral Health Administrative Assistant. This position is responsible for complex administrative, operational, procedural, programmatic and/or budgetary analysis and support for the Behavioral Health Department. Tasks may include personnel, budgeting, billing, accounting, contract administration, and staff support to committees or other groups. Responsible for developing and providing a variety of reports generated from the Department's electronic health record or electronic data management system to assist in meeting reporting and QI requirements.

☐ **Minimum Qualifications:**

- Possess a valid California Class C driver's license.
- Any combination of education and experience which provides the required knowledge and skills. The following is a typical way of gaining the knowledge and skills:
 - High School Diploma, or equivalent
 - Four years of office administrative experience

☐ **Desired Qualifications:**

- Experience with generating reports from the electronic health record (Anasazi)
- AA degree in a related field of study
- Verification of completion of coursework relevant to administrative duties
- Knowledge of basic data sampling and statistical analysis techniques

☐ **Required skills:**

- Ability to organize and manage complex administrative tasks and processes.
- Ability to quickly learn skills necessary to become an advanced "super user," able to train others, in the Department's EHR and data management systems
- Ability to work as a contributing member of a team.
- Strong communication skills
- Ability to establish effective working relationships with those contacted in the course of work, and with people of different social, economic, and ethnic backgrounds.
- Basic business writing skills
- Organizational and time management skills, including the ability to meet deadlines.
- Knowledge of basic principles and practices of public administration, record keeping, and reporting.

Modoc County is an Equal Opportunity Employer