

## CLINTON COUNTY ENVIRONMENTAL HEALTH JOB POSTING

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- DATE:** January 30, 2015
- POSITION:** Administrative Assistant – Permanent Full Time – Non-exempt position
- PAY:** Starting wage \$16.79 to \$17.15 commensurate with experience
- LOCATION:** Clinton County Health Department, Clinton County DeWitt Satellite Office
- WORK HOURS:** 8:00 a.m. to 4:30 p.m.; Monday through Friday
- DESCRIPTION:** Under supervision, performs office support work of considerable difficulty including: secretarial tasks for the director, the Board of Health, and for staff in the Health Department; assist in supervising administrative functions of the office to free the director for more intensified and specialized executive, administrative, and professional work; performing the more advanced office support tasks requiring decisions in accordance with established policies; exercising judgment and independent action to establish or adapt work procedures to new situations.

### **APPLICATION PROCESS:**

- A complete job description is attached and is also available from Human Resources.
- Please submit a cover letter and resume, along with a Clinton County application to Human Resources by 4:30 p.m., February 13, 2015.
- County applications are available in Human Resources or by visiting the county website [www.clintoncounty-ia.gov](http://www.clintoncounty-ia.gov)

Clinton County, Iowa  
Job Description

Clinton County Board of Health

Job Title:	Administrative Assistant	Job Code: N/A
Department:	Board of Health	Pay Grade: N/A
Reports to:	Environmental Health Director and the Board of Health	FLSA: Non-Exempt
Salary Range		

**SUMMARY:**

Under supervision, performs office support work of considerable difficulty including: secretarial tasks for the director, the Board of Health, and for staff in the Health Department; assist in supervising administrative functions of the office to free the director for more intensified and specialized executive, administrative, and professional work; performing the more advanced office support tasks requiring decisions in accordance with established policies; exercising judgment and independent action to establish or adapt work procedures to new situations.

**Essential Job Duties and Responsibilities:**

- Prepares material for Board meetings including: typing of staff reports, claims list, memos, special reports, and so on; photocopying and distributing materials.
- Attends Board meetings with the director and records accurate minutes of meetings; types minutes of each meeting and verifies their accuracy; ensures that notices are duly given in accordance with the Board's by-laws and as required by law; acts as custodian of the official documents of the Board; files two true copies of the minutes of each meeting with the State Health Department.
- Types Board correspondence and interdepartmental communications and reports.
- Maintains agency files and contracts; assists director in preparation of grants to obtain state and federal funds.
- Prepares the Health Department and Board of Health claims for payment by the County Auditor's office; coordinates records of payment with the County Auditor's office; deposits Health Department and Board of Health receipts; maintains records of agency claims and receipts and coordinates same with the County Auditor's office.
- Maintains department personnel and payroll records for a staff of up to 3; processes time records such as for pay checks and paid leave.
- Issues previously approved permits and hands out applications for various grant monies.
- Organizes and maintains files and records of a confidential, sensitive nature.

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- Assists the director in budget preparation; obtains staff input; conducts a “check and balance” with the auditor’s office; attends budget hearings with the director and answers questions when asked.
- Compiles and assembles material for the annual report and other reports as required; ensures that these reports are filed with other agencies as required.
- Edits correspondence, reports, and interdepartmental communications for accuracy and conformity to agency policies and standards.
- Open and distributes incoming mail.
- Orders supplies for office and Board of Health use; records receipt and distributes and/or stores same.
- Develop new office forms as requested.

### **Minimum Qualifications Requirements - (Education and Experience):**

Associate’s degree (A. A.) or equivalent from a two-year college or related experience.

### **Minimum Qualifications – (Knowledge, Skills and Abilities):**

- Knowledge of county organization and the relationships within other levels of management; procedures, philosophies, rules and regulations related to public sector employment.
- Organize and prioritize multiple responsibilities and competing priorities by being flexible to meet demands of office changes.
- Ability to establish and maintain effective working relationship with co-workers, clients, government officials, community groups, other agencies and the general public.
- Must be self-motivated, self-starter, quick to learn and able to work independently.
- Basic office equipment operation (copier, fax, calculator, computer, etc.)
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Must have advance computer skills in Microsoft Word and Excel and be able to perform office support work of considerable difficulty; perform the more advanced office support tasks requiring decisions in accordance with established policy; exercise judgment and independent action in establishing or adapting work procedures to new situations.

### **Language Skills:**

- Ability to read and comprehend general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

### **Mathematical Skills:**

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

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

### Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of County information as appropriate.

### Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)

### Physical Demands:

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.

### Certificates, Licenses, Registrations:

- Must possess a valid Driver's License

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.