

Bear River Health Department

Job Description

Position: Front Office Secretary/Receptionist

Divisions: Nursing & Environmental Health

Grade/Step: 11 – 1

Wage: \$13.66/hr.

Description: Full Time Benefited

Closing Date: February 14, 2019

Summary of Duties:

Under general supervision performs the following duties: Implement general office duties such as communication with clients in person, through mail and phone. Positive customer services, and public relations. Answer multi-line phone, directs calls to various departments. Performs general office duties such as data entry, ten-key, filing, front office coverage, greeting clients, scheduling appointments, office mailings, balance deposits, prepare daily reports, attend meetings as directed. Other duties as assigned.

Education & Experience:

High school diploma or GED.

One year of progressively responsible clerical or office employment.

OR

Successful completion of one academic year of study above the high school level in a resident business or secretarial school, junior college or university.

Working Knowledge of:

- Considerable knowledge of office methods and techniques.
- Skilled in computer programs; including Windows, Excel, Email, Internet etc.
- Multi-line phone system
- Operating standard office equipment

Minimum Qualifications Necessary Knowledge, Skills & Abilities:

- Maintain good organizational skills
- Customer Service
- Basic Math
- Phone Etiquette
- High attention to detail
- Communicate effectively verbally and in writing
- Understand and follow instructions
- Maintain confidentiality of all records and information
- Multi task effectively
- Attend staff meeting as required
- Work quickly and accurately under pressure
- Data entry, spreadsheets, and word processing
- Must be able to maintain a cooperative working relationship with co-workers and those contacted during the course of the work day activities.

Special Qualifications:

- Must be able to pass a full background check and drug screening, must possess or be able to obtain a valid Utah Driver License at the time of employment, Must be able to provide own transportation. Must be able to lift 50 pounds and be able to perform strenuous activities requiring flexibility, stamina, and overall general good health. Must have a flexible schedule, available for work in the evenings and/or weekends as job requires.

To Apply: Applications available at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah or on-line at www.brhd.org. Return completed application along with a current resume to Sylvia Tello at the Bear River Health Dept.