

BEAR RIVER HEALTH DEPARTMENT JOB DESCRIPTION

Title: Administrative Assistant

Division: Administration-Logan

Grade: 15 Step: 1

Wage: \$17.73/hr.

Description: Full-Time Benefited

Closing Date: May 13, 2021

Summary of Duties:

Under the general direction of the Human Resource Manager, provide clerical and secretarial support services for the Administration division.

Education & Experience:

High School diploma or GED.

Five years of progressively responsible clerical or office employment in related field.

OR

Successful completion of one (1) academic year of study above the high school level in a resident business or secretarial school, junior college, or college.

Prior experience working in related field desirable.

Knowledge, Skills & Abilities:

Working Knowledge of:

- Considerable knowledge of office methods and techniques
- Considerable knowledge of computer programs, including Word, Excel, spreadsheets, databases, internet, and email.
- Must be able to type accurately at the rate of 40 wpm
- Operating standard office equipment
- Able to work independently on a day-to-day basis

Skilled in:

- Must have good written, verbal and public communication skills
- Must be able to work well under pressure
- Managing multiple task simultaneously
- Excellent interpersonal and communication skills over the phone, text, and virtually
- Strong, efficient detailed, organizational skills

Ability to:

- Maintain cooperative working relationships
- Communicate effectively verbally and in writing
- Understand and follow instructions
- Follow office policies and procedures
- Maintain confidentiality of all records and information
- Interact professionally with the public/community
- Work quickly and accurately under pressure; attention to detail
- Meet deadline

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 30 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.

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at www.brhd.org. Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Dept.

Email: stello@brhd.org - Phone: 435-792-6498 – Fax: 435-792-6495