

**BEAR RIVER HEALTH DEPARTMENT
JOB DESCRIPTION**

Title: Secretary/Receptionist – Logan

Division: Individual & Family Health

Grade: 11 **Step:** 1

Wage: \$14.64

Description: Full-Time Benefited

Closing Date: Open until filled

General Purpose:

Under general supervision, provides clerical and secretarial support services for the Individual & Family Health Division. Manages day-to-day operations and, provides day to day office support services so as to ensure efficiency of front office.

Minimum Qualifications: Education & Experience

Completion of high school or GED plus one (1) year of office related experience.

Minimum Qualifications: Necessary Knowledge, Skills & Abilities

Considerable knowledge of office methods and techniques. Must be skilled in computer programs including word processing, spreadsheets, databases, internet, and email use. Must be able to type accurately at the rate of 40 WPM. Must have excellent written and verbal communication skills. Must be able to provide a high level of customer service, phone etiquette, maintain confidentiality, manage multiple tasks simultaneously, work well in team situations, meet deadlines, be detailed oriented, and be able to work independently on a day-to-day basis.

Spanish speaking skills preferred.

Summary of Duties:

- Answering incoming calls and handle caller's inquiries
- Attend staff meetings as required
- Back-up support for other offices as needed
- Communicate effectively verbally and in writing
- File, Fax, Scanning, Daily reports
- Interpersonal relations to handle concerns and/or fears of clients
- Maintain confidentiality of all records and information
- Maintain cooperative working relationships
- Multi task effectively
- Other duties as assigned
- Provide great customer service
- Schedule client appointments, Receives payment, and maintaining daily reports.
- Understand and follow instructions
- Work quickly and accurately under pressure

Responds to public health emergencies as required by department or division administration.

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 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