

BEAR RIVER HEALTH DEPARTMENT

JOB DESCRIPTION

Title: Box Elder Front Office Secretary/Receptionist

Division: Administration

Grade: 11 **Step:** 1

Wage: \$14.64/hr.

Description: Full-Time Benefited

Closing Date: Open until filled

Summary of Duties:

Under general supervision performs the following duties: Positive customer services. Performs general office duties such as data entry, ten-key, filing, greeting/checking in clients, scheduling/rescheduling appointments, office mailings, balance deposits, collect payments, prepare daily reports, Usage of multi-line phone system including directing calls to various departments. Protects patient's rights by maintaining confidentiality. Will rotate through the Brigham and Tremonton offices. Attend meetings as required and taking meeting minutes as required. Assist with COVID19 clinics as assigned. Other duties as assigned

Education & Experience:

- High School diploma or equivalent
- Type test 40 wpm and Ten-key
- One year of progressively responsible clerical or office employment

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

Knowledge, Skills & Abilities:

Working Knowledge of:

- Standard office practices
- Skilled in computer programs; including Windows, Excel, Email, Internet etc.

Skilled in:

- Office/clerical procedures
- Customer service principles and practices
- Basic math
- Phone etiquette
- Operating standard office equipment
- Data entry, spreadsheets, word processing
- Interpersonal relations to handle concerns and/or fears of clients

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
- Multi task effectively
- Work quickly and accurately under pressure, attention to detail

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