

STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES
POSITION DESCRIPTION FORM (PD-102R)

APPROVED CLASSIFICATION:

EFFECTIVE DATE:

ANALYST:

(This Space for Personnel Department Use Only)

1. Present Classification Title of Position: Administrative Assistant III	7 Present 15 Digit Position Number:	Proposed 15 Digit Position Number:
2. Usual Working Title of Position:	8. Department, University, Commission, or Agency Madison County Health department	
3. Requested Classification of Position:	A. Institution & Division: Madison County Health Department	
4. Name of Immediate Supervisor: Tammy Cody	10. Section and Unit: Public Health Administrative Services	
5. Supervisor's Position, Title & Position Number: Deputy Health Director	11. Street Address, City and County: 493 Medical Park Dr. Marshall, NC - Madison	
6. Name of Employee:	12. Location of Workplace, Building and Room Number:	

I. A. Primary Purpose of Organizational Unit:

Madison County Health Department is dedicated to the purpose of disease prevention and health promotion for all Madison County residents. Employees assist clients in achieving the highest physical, mental, and social well-being through a variety of health department programs, which range from child health to adult health and behavioral, nutritional and dental services.

B. Primary Purpose of Position:

Work involves a variety of administrative functions in administering the day-to-day affairs of a broad and diverse department. Employee is responsible for interpreting, developing, and carrying out policies and procedures for various programs rather than one specific program. Employee will work to ensure the agency meets reaccreditation standards and ensure policies and procedures and are up to date. Work requires considerable organizational and analytical responsibility.

C. Work Schedule

Monday – Friday between the hours of 8:00 am and 5:00 pm. Occasional need for evening and weekend hours to attend meetings, meet emergencies, and represent the health department to the public.

D. Change in Responsibilities or Organizational Relationship:

New position

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

Order of importance Sequential order

- Drafts reports and materials requiring extensive research and interpretation.
- Based on discussions with supervisor and other staff members, controls agenda, coordinates arrangements for meetings, conferences, workshop, and the like.
- Writes, edits or coordinates the preparation of reports, speeches or other printed material including determining necessary content.
- Attends meetings as a participant or representative of management.
- Performs related duties as required.

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

A high degree of accuracy is necessary to avoid mistakes, which could affect the (overall) health of the populations served by the health department.

2. Consequence of Error:

Error will generally not result in a life-threatening situation; however, mistake could lead to serious consequences that could impact negatively on the health department or county. Errors must be kept to a minimum with immediate corrective action when one occurs.

3. Instructions Provided to Employee:

Administrative Assistant III receives instructions from a variety of sources, such as the health director, deputy health director, and Office of Human Resources to name a few. Individual in this position must be able to aggregate instructions and assure all criteria is considered and satisfied.

4. Guides, Regulations, Policies and References Used by Employee:

Administrative Assistant III must utilize high-level skills in interpreting information from appropriate sources to fully understand the messaging. Must be able to interpret and apply legal and regulatory information effectively.

5. Supervision Received by Employee:

The Deputy Health Director Supervises the Administrative Assistant III.

6. Variety and Purpose of Personal Contacts:

1. Employee must be able to collect and report data, and be aware of the uses and misuses of health data.
2. Employee is expected to lead and/or participate in program or agency-wide planning and quality assurance activities. Employee will participate in record audits and other program review.

3. Work processes are related and understood.
4. Public contact must be pleasant and helpful whether made by telephone or in person with scheduled or walk-in clients, including general questions asked by the citizens of Madison County.
5. Interpersonal relations with clients and staff are very important.
6. Must be a team player.
7. The employee must keep abreast of any guidelines or regulations, which impact the delivery of care.
8. Work priorities may change without prior notification.
9. The employee must be able to make independent judgments with immediate supervision and higher-level staff available for consultation.
10. Must have good communication and problem solving skills.

7. Physical Effort:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meeting. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

8. Work Environment and Conditions:

The primary location of this position is a typical office environment. However, the responsibilities may require meetings, conferences, trainings, etc., that necessitate an individual to be in various public places.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Copiers, calculator, personal computer, telephone, etc.

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

11. Safety for Others:

MCHD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace

12. Dynamics of Work:

An ability to cooperate with co-workers. An ability to relate well with clients, mid-level providers, physicians, and the community. An ability to follow health department policies and procedures.

13. Confidentiality:

MCHD employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and MCHD corporate confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

Thorough knowledge of office management techniques; and ability to practice effective communication techniques both orally and in writing including ability to coordinate a variety of resources in gathering information and independently answering inquiries. Considerable knowledge of effective office practices. Ability to analyze, create and interpret policy and procedural guidelines and to resolve problems and questions, independently. Ability to establish and maintain effective working relationships with associates, officials, and the general public. Skill in organizing work flow and coordinating activities.

B. 1. Required Minimum Training:

Completion of high school or equivalent and six years of progressively responsible secretarial/administrative experience including two years of administrative or office management experience involving substantial public contact, information gathering and writing experience; or completion of a two year secretarial science or business administration program and four years of responsible secretarial or clerical/administrative experience including two years of administrative or office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration or other related fields and one year of administrative or office management experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

2. Additional Training/Experience:

Candidate must have excellent interpersonal and communication skills, both oral and written.
Candidate must have excellent computer skills and be competent in Microsoft Office products.
Candidate must have a valid driver's license.
Basic medical terminology knowledge and understanding helpful.

3. Equivalent Training and Experience:

IV. License or Certification Required by Statute or Regulation:

N/A

IV. Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

HR Director's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____