

Health Care Services Administrative Assistant

Definition:

Under supervision, to perform specialized support activities within a health care facility requiring knowledge and experience in the area of assignment. Incumbents may perform specialized activities such as: analyzing information and data; developing reports; scheduling and coordinating meetings, conferences, phone calls, etc.

Incumbents are expected to apply a moderate amount of initiative and independent judgment to perform duties within standardized and established policies. Depending upon assignment, incumbents may be required to develop a moderate understanding of technical subject matter unique to the work area.

Essential Functions:

- Responds to requests for information from the general public, other internal departments, and employees; investigates customer complaints.
- Compiles and analyzes a variety of data and information and prepares related reports;
- Schedules and coordinates a variety of meetings, conferences, phone calls, and/or other related events;
- Prepares meeting agendas; assembles agenda packets; attends meetings and takes minutes; distributes meeting minutes to appropriate individuals.
- Performs various clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; distributing mail; making photocopies; typing; and, word processing.
- Prepares a variety of documents by typing, performing data entry or word processing.
- Processes a variety of forms and paperwork, using established procedures; receives monies from customers; prepares and disseminates receipts to appropriate individuals; prepares related bank deposits.
- Files documents alphabetically, numerically, or by other prescribed method; maintains departmental records; coordinates records retention activities for assigned department.
- Proofreads, edits, and updates a variety of documents.
- Performs other duties of similar nature or level as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, AND three years of clerical, general computer and office experience directly related to a healthcare assignment.

OR an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Additional Requirements:

Some Positions May Require:

- Possession of a Valid California Driver's License.
- Proficiency in the use of word processing software, such as Microsoft Word and WordPerfect.

Knowledge of: statistical methods; data compilation methods; inventory maintenance principles; customer service principles; standard office procedures, methods, and equipment; transcription methods; basic filing and recordkeeping principles; basic mathematical concepts; English language, grammar, and punctuation.

Skill in: conducting research; compiling data; transcribing from tapes; preparing a variety of reports; prioritizing work; performing multiple tasks simultaneously; entering information into a database; maintaining various records and files; preparing meeting agendas and minutes; using computers and related software applications; performing mathematical calculations; processing forms using established guidelines; providing customer service; filing; using standard office equipment; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.