

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Confidential Administrative
Secretary

Department: Health and Human Services

Reports to: Office Supervisor

Pay Grade: 16

Date: December 25, 2017

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of the Confidential Administrative Secretary position is to provide a high level of confidential administrative support to members of management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Provides confidential administrative support to the Health and Human Services Director and other members of management; including attending and typing confidential manager meeting minutes and workgroup assignments, assisting with State audits, creating and maintaining confidential administrative and legal correspondence, and coordinating staff trainings or events.
- Provides general administrative support to management staff; including creating correspondence, maintaining files and databases, creating presentations and reports, scheduling appointments, and coordinating programmatic activities.
- Performs reception duties including; opening and closing the office, greeting clients and visitors, answering telephone and routing to correct staff, delivering messages and documents, accepting payments and writing receipts, distributing information regarding agency programs and services, and distributing items from Public Health Loan Closet.
- If specifically assigned, performs Mental Health Outpatient Clinic duties for the Clinical Services Unit; including accessing the Electronic Medical Record (EHR) Program and Forward Health website, completing intake forms, creating and maintaining patient schedule, appointment reminder calls and letters, document and electronic client file maintenance, scanning, data entry, and assisting with confidential releases of information.
- If specifically assigned, assists the Office Supervisor with preparing for Health & Human Services Board meetings and other governance meetings; including arranging meeting logistics, assembling documents, and taking meeting minutes as needed.
- If specifically assigned, assists the Office Supervisor with Human Resource functions; including maintenance of personnel files and job descriptions, creating and populating personnel database, conducting criminal background checks on personnel and providers, typing performance evaluations, and assisting with the orientation of staff.
- If specifically assigned, assists the Office Supervisor with the creation and distribution of annual provider contracts and agency policies and procedures.
- If specifically assigned, prepares and assembles the agency's annual report.

- If specifically assigned, prepares the agency's payroll; including the collection and entry of employee timesheets, tracking of benefits, and all other payroll related duties.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or vocational/technical training in office support functions required with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Associate's Degree and three years related experience preferred.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date