



Administrative Assistant 4 - Administration

1101 West College Avenue • Spokane, WA 99201-2095 (phone) 509.324.1506 • (fax) 509.324.3604 • (TTY) 509.324.1464

**Spokane Regional Health District is a "Tobacco Free" Workplace*

*An Equal Opportunity, ADA Compliant Employer
Veterans and persons of disability encouraged to apply*

EMPLOYMENT BULLETIN: JOB #17-19

OPENS: March 17, 2017

DIVISION: Administration

CLOSES: Open until filled, or until sufficient applications are received

SCHEDULE: Full-time (40 hr./wk.) regular.

This registry may also be used for any additional Administrative Assistant 4 positions with similar qualifications which may occur in the next 6 months

SALARY RANGE: \$2945.66 to \$3947.48 per month. The range quoted is the full salary range for this position. Starting salary will generally be \$2945.66 per month. Position includes a generous benefits package.

REQUIRED APPLICATION DOCUMENTS (incomplete applications or those missing required documents may not be considered):

- Fully Completed SRHD Application
- Background check form
- Cover Letter
- Resume

POSITION DESCRIPTION:

- Provides support to the Executive Assistant, Administrator, Health Officer, Executive Leadership Team and Board of Health. Provides administrative support to other programs in Administration and limited support to agency divisions.
- As alternate to Executive Assistant, records, transcribes, and distributes minutes of Executive Management and Board of Health meetings; assures confidentiality is maintained; consults with members to assure completion of assignments.
- Arranges travel (air, car, hotel, etc.) for Administration staff; completes pre and post travel authorizations and expense reimbursement forms.
- Performs purchasing coordinator duties (ie, preparing requisitions, reviewing for correct coding, and ordering products; inventories and orders office supplies and paper for Administration office as outlined in purchasing process).
- Oversees design, development and maintenance of Administration SharePoint team sites and internet pages; assists and trains staff in navigating and using SharePoint.
- Facilitates agency's conference room scheduling, coordinates required equipment and supplies with agency staff and public, and assures meeting special requests are met and completed. Troubleshoots and resolves meeting room conflicts.
- Composes correspondence for HIPAA Officer signature; assists in preparing presentations using various software programs; proofreads, formats and assures proper use of grammar.
- Trains Administration staff on computers, phones and software; troubleshoots problems and places service requests when necessary.

MINIMUM QUALIFICATIONS:

Required Education/Experience:

- An Associate's Degree in Office Management, Administrative Assistant, Secretarial Science, Legal Secretary, or similar field.
- Minimum of three years of responsible and advanced administrative support experience including the full range of office and support functions; telephone and reception, word processing, spreadsheet and other personal computer applications, filing systems, mail, supplies, budgeting and accounting. A high school diploma with five years of directly related experience may be substituted for an Associate's degree.

Required Knowledge, Skills and Abilities:

- Ability to maintain confidentiality with sensitive agency information/documents
- Establish and maintain good public relations; Ability to maintain a courteous attitude toward the public, clients, patients and fellow employees
- Ability to type 60 wpm; operate standard office equipment such as telephones, facsimile machines, copy machines
- Advanced skills in Microsoft Office Suite and ability to learn other position related software applications; high skill level in spelling, grammar and punctuation.
- Able to work independently and exercise good judgment.
- Prioritize multiple tasks; Instruct others

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For a detailed position description and application form, visit us at www.srhd.org or contact the office of Human Resource Services by mail or phone. Please see reverse side for additional application information.

MAJOR RESPONSIBILITIES:

- Consults with the Executive Assistant and Administrator regarding Administration personnel and management of division.
- Assists in arrangement of travel (air, car, hotel, etc.) for Health Officer and Administrator; completes pre and post travel authorizations and expense reimbursement forms.
- Assists Executive Assistant in creating, updating and maintaining confidential files for Administrator and Health Officer; assures HIPAA compliance on all records and follows agency records retention procedures.
- Aids Executive Assistant in receiving and triaging phone calls for the Health Officer/Administrator; assists in coordinating calls and meetings between Board of Health, elected officials, Administrator and/or Health Officer.
- Assists Executive Assistant to complete special tasks/requests from the Administrator, Health Officer Executive Leadership Team and Board of Health.
- Assists Executive Assistant to prepare and send confidential correspondence and prepare presentations using various software programs. Provides backup support for the Board of Health and Executive Leadership websites and SharePoint sites.
- Tracks/follows-up on inquires/complaints of sensitive/legal nature consulting with Executive Assistant, Administrator and Health Officer.
- Tracks and renews Administration subscriptions and memberships.
- As alternate to Executive Assistant, records, transcribes, and distributes minutes of Executive Management and Board of Health meetings; assures confidentiality is maintained; consults with members to assure completion of assignments.
- Arranges travel (air, car, hotel, etc.) for Administration staff; completes pre and post travel authorizations and expense reimbursement forms.
- Performs purchasing coordinator duties (i.e., preparing requisitions, reviewing for correct coding, and ordering products; inventories and orders office supplies and paper for Administration office as outlined in purchasing process).
- Functions as the financial budget software advanced user. Duties include designing, customizing, developing and providing reports to Administration program managers, Health Officer and Administrator.
- Oversees design, development and maintenance of Administration SharePoint team sites and internet pages; assists and trains staff in navigating and using SharePoint.
- Assists with development of work efficiency, production, tools and organization between Administration programs.
- Develops and maintains division procedure manual; assures policies, publications, directories are reviewed in a timely manner
- Maintains emergency contact lists for director and managers.
- Develops and implements Quality Improvement projects.
- Assists staff with daily operation of shared office equipment including photocopier, facsimile, postage machine, folder/binder, etc. Troubleshoots issues, resolves problems or calls for service as needed.
- Ensures common work/use areas are maintained and clean.
- Reconciles administration credit card statement monthly and forwards to accounts payable office.
- Scans Administration files into DocuWare; maintains original/electronic files and record retention schedules.
- Composes, reviews and prepares correspondence for signature for program managers; reviews correspondence for other program staff assuring correct grammar, spelling and formatting.
- Schedules appointments and arranges meetings; sending out meeting notices and securing facilities and equipment; follows-up on inquiries from staff and Division Directors.
- Receives visitors to Administration offices; directs public/staff to correct department or official; receives/screens all telephone calls to Administration; tracks/follows-up on inquires/complaints of sensitive/legal nature.
- Facilitates agency's conference room scheduling, coordinates required equipment and supplies with agency staff and public, and assures meeting special requests are met and completed. Troubleshoots and resolves meeting room conflicts.
- Takes minutes and provides clerical support for agency-wide teams or committees.
- Participates on job interview panels and with the selection of personnel as requested.
- Delivers all agency outgoing mail for daily USPS pickup; refills postage meter dollars; orders mail tubs and trays; posts outgoing mail.

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- Creates agency requisitions requiring cross-divisional account codes.
- Tracks agency subscriptions and memberships.
- Processes agency business card orders; proofreads copies and follows through on ordering.
- Collects and processes yearly agency letterhead/envelope orders, proofs and follows through on ordering.
- Assures correct use of grammar, spelling and formatting of documents and production materials for distribution to the public/agency-wide.
- Lead coordinator on assigned projects; handles miscellaneous requests.
- Assists agency administrative assistants with advanced Microsoft Office, agency procedure and policy questions.
- Serves as agency subpoena agent; receives and logs all subpoenas assuring proper disposition.
- Responds to Release of Information (ROI) requests; tracks and scans ROI's and provides tracking assistance to agency staff.
- Responds to Public Record Requests (PRR); tracks and scans PRRs into SharePoint; consulting with Records Officer for proper reply.
- Provides technical and administrative support for the DocuWare software.
- Provide administrative support for agency Standards and Accreditation process.
- Develops, designs and maintains SharePoint sites for HIPAA, accreditation, and assigned committees.
- Schedules meetings, sets agendas, transcribes minutes and completes tasks for assigned committees and workgroups.
- Composes correspondence for HIPAA Officer signature; assists in preparing presentations using various software programs; proofreads, formats and assures proper use of grammar.
- Provides data entry for IS help desk agency customer service requests.
- Educates staff on procedure for placing IS help desk customer service requests.
- Provides advanced computer and software technical support of MS Office products (Word, Excel, PowerPoint, Access and graphic applications) to Administration program managers and staff as needed.
- Trains Administration staff on computers, phones and software; troubleshoots problems and places service requests when necessary.

ENVIRONMENTAL FACTORS:

- Indoors, sedentary with up to 7 hours/day sitting or standing
- 7 hours/day keyboarding or typing at a computer terminal
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Visual acuity to read small print
- Ability to bend, twist, stoop on occasional basis
- Ability to lift or carry up to 20 pounds on occasional basis
- Ability to type, file, and complete forms with or without accommodation
- Ability to operate a vehicle or otherwise access multiple sites in a timely manner

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

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