



Administrative Assistant 3 - OTP

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 #17-29

OPENS: April 28, 2017

DIVISION: Treatment Services

SCHEDULE: Full-time (40 hr./wk.) regular. This registry may also be used for any additional Administrative Assistant 3 positions with similar qualifications which may occur in the next 6 months

SALARY RANGE: \$2667.54 – 3404.56 per month. This is the full salary range for the position not including longevity pay. Starting salary will normally be \$2667.54 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: Administrative Assistant 3

- This position performs difficult to complex administrative support activities utilizing exceptional multitasking skills.
- Provides efficient management of various data entry programs (TARGET, Treatment Analyzer, myEvolv and Raintree).
- Compiles state and federal compliance reports in collaboration with other AA3 position.

MINIMUM QUALIFICATIONS:

Required Education/Experience:

- High School Diploma/GED.
- Three to five 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, bookkeeping.
- High level of communication skills working with professional staff, community agencies and diverse client populations

Preferred Education/Experience:

- Associate of Arts Degree or graduation/certificate from secretarial/business school desired.

Required Knowledge, Skills and Abilities:

- Knowledge of office practices, systems and procedures, and various office equipment.
- Knowledge of business English, spelling and grammar.
- Basic math skills including ability to calculate percentages and fractions
- Knowledge of PC computer applications such as MS Word, Excel, Power Point, Access, and using a multiple line phone system.
- Ability to learn specialized software program utilized at Spokane Regional Health District
- Ability to communicate clearly in face-to-face and phone interaction with clients/patients/individuals and co-workers in a quick and timely manner
- Ability to use office equipment such as computers, copy machines, facsimile machines; follow oral and written instructions.
- Ability to type and perform routine clerical activities quickly and accurately; learn general office procedures and terminology
- Ability to understand and follow directions
- Ability to maintain a courteous attitude toward the public, clients, patients and fellow employees.

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.

This position is represented by Professional and Technical Employees union.

**Spokane Regional Health District is a "Tobacco Free" workplace and applicants who use tobacco will not be considered for employment. Further, as part of the application/employment process, you will be required to sign the "Agreement of Non-Tobacco Use for Employment" form.*



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MAJOR RESPONSIBILITIES:

- Applies specialized advanced knowledge of software programs used by Treatment Services: Treatment Analyzer for statistical information as well as state and county data entry systems (TARGET, Provider One, Raintree and myEvolv) for look-up, data entry, updating information, generating reports and funding.
- Aware of and initiates complex reports to meet deadlines utilizing data sources. Responsible and accountable for accuracy with data entry in TARGET, Raintree and myEvolv to maintain state and county compliance.
- Employs proficient knowledge in Microsoft Office; Word, Excel, Power Point and Access.
- Utilize critical thinking and problem solving skills when tracking, compiling, verifying, posting and maintaining of logs for the specific program unit.
- Independently organizes and maintains subject matter files and records and retrieves information, files, documents and records as needed.
- Performs word processing and spreadsheet assignments by developing, setting up pre-established formats, making additions and deletions to standardized material.
- Uses computer software application and equipment to prepare and complete forms, memos, text and correspondence from rough draft, dictation equipment, handwritten copy or verbal instructions.
- Runs monthly Opioid Treatment Program reports for billing to Spokane County Regional Behavioral Health Organization and assures balance between TARGET, Raintree and myEvolv ensuring compliance.
- Effectively operates complex office equipment to ensure smooth daily operation, which may include computer PC application, printers, facsimile machines, copy machine and other data entry machines; may serve as department liaison with service and vendor personnel when problems occur; reconciles routine problems by consulting technical manuals.
- Processes a variety of difficult to complex paperwork including state and county expense reports, petty cash requests, purchase orders, invoices, etc. Makes necessary arrangements for travel and prepares travel vouchers for staff.
- Originates correspondence per Program Administrator and Program Manager including letters of transmittal, routine notices, and responses to requests for information.
- Greets individuals, answers phone calls promptly and returns calls in a timely manner. Answers questions as departmental resource in providing general systems information regarding programs within the Health District. Serves as back up for other Administrative Assistants as well as provide coverage for the front desk.
- Takes meeting minutes and is responsible for timely completion of meeting minutes. Coordinates and organizes meetings, activities, and functions. Sets up rooms and equipment when required. Ensures that workstations are clean, neat and organized. Attends meetings and training workshops as needed.
- Participates in Quality Improvement and Logic Models for program evaluation. Assists in developing general office procedures and process.
- Maintain HIPAA and 42 C.F.R. Part 2 Confidentiality
- Other duties assigned.

ENVIRONMENTAL FACTORS:

- Indoors, sedentary with 8 hours/day sitting or standing
- 6-8 hours/day keyboarding or typing at a computer terminal
- Ability to navigate client sites (unpaved walkways, stairs, narrow hallways, etc.) on a regular basis
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Visual acuity to read small print
- Ability to discern colors and odors
- Ability to bend, twist, stoop on a regular basis
- Ability to lift or carry up to 25 pounds on an occasional basis
- Ability to type, file and complete forms with or without accommodation
- Ability to maintain composure in stressful situations

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 essential functions

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