

# Cavalier County



## POSITION DESCRIPTION

### PART A – IDENTIFICATION, DUTIES/RESPONSIBILITIES, AND TASK INVENTORY

| Identification  |
|---|
| Name of Employee:   |
| Position Title: Administrative Assistant  |
| Type of Position: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time (Percentage _____%)  |
| FLSA Designation: <input type="checkbox"/> Exempt (If exempt, documentation required) <input checked="" type="checkbox"/> Nonexempt   |
| Department: Cavalier County Health District   |
| Name & Title of Supervisor: Cavalier County Commissioners<br>Terri Gustafson, Administrator Cavalier County Health District   |
| What is the function/mission of your department?<br><br>The Administrative Assistant is responsible for advanced clerical, administrative and fiscal operations of the Health District. The Administrative Assistant is the first point of contact for clients coming to and phoning the Health District. In that capacity, the Administrative Assistant must greet clients with courtesy, tact, and impartiality and maintain a friendly environment in the general office area. Independent judgment is required to plan, prioritize, and organize a diversified workload.  |
| What is the purpose of your position? (Why does the position exist?)<br><br>A successful Administrative Assistant is technically proficient in day-to-day office administration. They perform bookkeeping, payroll, cash management and grant management functions while answering phones and greeting guests. This requires tremendous focus, attention to detail and accuracy with numbers while being friendly, compassionate and outgoing with people. This position requires confidence, enthusiasm, and the ability to perform successfully without direct supervision. The Administrative Assistant must have an unwavering commitment to maintaining confidentiality of any information learned in the scope of the position. (Signing a Confidentiality Agreement is a condition of employment). |

**Duties/Responsibilities and Task Inventory**

Provide a general statement of each major duty or responsibility.

- o List the task(s) involved in accomplishing each major duty/responsibility.
- o Indicate the percent of time that is spent on each duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty over a course of time.)
- o Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- o **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
  - Is the duty/responsibility the reason the job exists?
  - Is this a highly specialized task or one that requires special education, training, licensure?

**If the answer is yes, the duty is “essential”.**

  - What is the percentage of time spent on the function?

**If the answer indicates a great % of time, the duty is probably “essential”.**

  - What are the consequences to others or the institution of a failure to perform the function?

**If the answer indicates a high level of accountability, the duty is “essential”.**

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|--|---|--|
| <b>Duty/Responsibility No. 1</b>   |   | Statement of duty/responsibility:<br><b>Accounting/Budget/Fiscal</b> |
| Percent of Time:<br><br>25%  | For ADA compliance, see instructions above.<br>Responsibility is:<br><input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary<br>(Please check one) |  |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):<br><br>Assist in the development, and preparation of the annual budget<br>Accounts payable and budget expenditures<br>Review and prepare invoices<br>Grant funds administration – assist in preparation of required reports & budgets<br>Prepare reports<br>Cash management – monitor balances, reconcile accounts, transfer funds |   |  |

|  |   |   |
|--|---|---|
| <b>Duty/Responsibility No. 2</b>   |   | Statement of duty/responsibility:<br><b>Payroll</b> |
| Percent of Time:<br><br>25%  | For ADA compliance, see instructions above.<br>Responsibility is:<br><input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary<br>(Please check one) |   |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):<br><br>Compile payroll information<br>Calculate and process payroll checks and reports using QuickBooks software<br>Make required employment tax payments and deposits<br>Prepare quarterly and annual federal and state payroll reports<br>Prepare and distribute W-2s and other tax reports as required<br>Manage cash and budget as they relate to payroll<br>Benefits administration - (NDPERS – retirement plan, NDPERS – deferred comp, NDPERS – Health Insurance) |   |   |

|   |   |  |
|---|---|--|
| <b>Duty/Responsibility No. 3</b>  |   | Statement of duty/responsibility:  |
| Percent of Time:<br><br>25%   | For ADA compliance, see instructions above.<br>Responsibility is:<br><input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary<br>(Please check one) | <b>Data Base/Information<br/>Management/General Office/<br/>Hardware and Software<br/>Administration</b> |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):   |   |  |
| <p>Community Health Online Information Network System – BCBS<br/> Data input and collection. (immunization records, Medicare/Medicaid electronic filing)<br/> Answer incoming phone calls. Takes messages or fields/answers routine and non-routine questions.<br/> Responsible for insuring adequate phone coverage at all times.<br/> Maintain departmental files. Updates as necessary.<br/> Types and designs general correspondences, memos, charts, tables, graphs, business plans, budgets, reports, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes.<br/> Responsible for accuracy and clarity of final copy.<br/> Schedule meetings and travel as requested<br/> Schedule appointments for nursing as needed<br/> Receive and sort mail<br/> Manage inventory of supplies<br/> Register clients<br/> Initiate proper paperwork (HIPAA acknowledgement, Rapid inspection, etc)<br/> Operate a variety of standard office equipment (copier, calculator, fax, etc)<br/> Operate a PC along with a variety of word processing, spreadsheet, database, and presentation software</p> <p>Responsible for the department’s computers and computer systems. Performs updates to software when necessary<br/> Contact network technical support when necessary<br/> Software training when appropriate<br/> Troubleshoot as appropriate</p> |   |  |

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|--|---|-----------------------------------|
| <b>Duty/Responsibility No. 4</b>   |   | Statement of duty/responsibility: |
| Percent of Time:<br><br>25%  | For ADA compliance, see instructions above.<br>Responsibility is:<br><input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary<br>(Please check one) | <b>Miscellaneous</b>              |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):  |   |                                   |
| <p>Assist Nursing Staff with immunization clinics. Register clients, record shots given, consent forms, collect fees, etc.<br/> Be available for public health emergency situations<br/> Other tasks as assigned</p> |   |                                   |

|   |   |                                   |
|---|---|-----------------------------------|
| <b>Duty/Responsibility No. 5</b>  |   | Statement of duty/responsibility: |
| Percent of Time:  | For ADA compliance, see instructions above.<br>Responsibility is:<br><input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary<br>(Please check one) |                                   |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): |   |                                   |

**PART B – WORKING ENVIRONMENT**

| <b>Education/Knowledge Required</b> - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)   |  |
|--|--|
| <p>Required Education/Training (choose one)</p> <p><input checked="" type="checkbox"/> High school diploma or GED</p> <p><input type="checkbox"/> Less than high school diploma</p><br><p>College Level (choose one)</p> <p><input checked="" type="checkbox"/> 1 year    <input checked="" type="checkbox"/> 2 year    <input type="checkbox"/> 3 year    <input type="checkbox"/> 4 year</p><br><p>Graduate Level (choose one)</p> <p><input type="checkbox"/> 1 year    <input type="checkbox"/> 2 year    <input type="checkbox"/> Post-graduate</p> | <p>Degree Information</p> <p>Type of degree (B.S., B.A., etc.)</p> <p>Associates Degree or Evidence of formal business training past high school.</p> <hr/> <p>Major field of study or degree emphasis (accounting, economics, etc...)</p> <p>Formal business training past high school</p> <hr/> <p>Specialized subject knowledge (cost accounting, MACRO, economics, etc...)</p>   |
| <p>Required Work Experience in Addition to Formal Education/Training:</p> <p>Minimum of 3 years experience in bookkeeping, payroll administration</p>  |  |
| <p>Required Supervisory Experience:</p>  |  |
| <p><b>License/Certification Required</b></p> <p>Identify licenses/certification required:</p> <p>CPR training (First Aid training also preferred)</p> <p>Driver’s License, proof of insurance (occasional travel requirements)</p>   | <p><b>Specific Skills or Equipment Required</b></p> <ul style="list-style-type: none"> <li>• Work requires extensive knowledge of business and an excellent command of the English language</li> <li>• Must have knowledge of secretarial, office administrative procedures, knowledge of use and operation of standard office equipment, at a level generally acquired through 2+ years of experience.</li> <li>• Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database, and presentation software Ability to exercise independent judgement and make decisions to plan, prioritize, organize diversified workload.</li> <li>• Knowledge of health and welfare agencies in county and state.</li> <li>• Work requires a high level of knowledge of bookkeeping and payroll functions and fundamental accounting skills to manage fiscal operations of the Department.</li> <li>• Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.</li> <li>• Knowledge of and adherence to pertinent laws, policies, and regulations</li> <li>• Must be self-directing with the ability to initiate tasks with very little direction or leadership</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.</li></ul> |
|--|--|

| <b>Responsibility For Direct/Indirect Supervision of the Following Positions</b> |
|--|
| Position(s) Supervised:  |
| Position(s) Indirectly Supervised:   |

|                                     |  |
|-------------------------------------|--|
| <b>Hazardous Working Conditions</b> | Unusual or hazardous working conditions related to performance of duties:<br>Exposure to infectious diseases, blood and body fluids<br>Exposure to patients who may pose a threat to physical safety |
|                                     | Precautionary measures taken to avoid those unusual or hazardous working conditions:<br>First Aid training, hand sanitizer, gloves and masks available<br>Panic call button on phone system          |
|                                     | Frequency of occurrence of unusual or hazardous working conditions:<br>Rarely  |

| <b>Physical Job Requirements:</b> Indicate according to essential duties/responsibilities |                                     |                                     |                                     |                                     |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Employee is required to:</b>   | <b>Never</b>                        | <b>Occasionally</b>                 | <b>Frequently</b>                   | <b>Continuously</b>                 |
| Stand   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Walk  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Sit   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Use hands dexterously (use fingers to handle, feel)                                       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Reach with hands and arms   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Climb or balance  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Stoop/kneel/crouch or crawl   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Talk or hear  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Taste or smell  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Lift & carry: up to 10 pounds   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| up to 25 pounds   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| up to 50 pounds   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| up to 75 pounds   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| up to 100 pounds  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| more than 100 pounds  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

The Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date