SAN JUAN COUNTY
POSITION DESCRIPTION

BASIC FUNCTION: This position provides administrative and clerical support for Health and Community Services and all its divisions, Environmental Health, Nursing, and Senior Services. Provides basic information, research and referrals for community services.

MINIMUM QUALIFICATIONS: Requires a high school diploma or equivalent, and six months to one year of related experience or an equivalent combination of education, training and experience that demonstrates the ability to perform the essential functions of the position.

PRINCIPAL DUTIES:

*1. Meet and greet public at service counter and on the phone. Ascertain customer need and direct to proper staff. Collect money from customers for several types of permits, food handler cards, death certificates, copies, clinic visits, immunizations, makes change and writes receipts. Directs monies to proper department or program. Schedule customer appointments for three public health clinics. General typing, filing, copying. Opens, sorts and distributes incoming mail. Prepares out going mail being sure to meet postal requirements with respect to special handling (biohazard). Refers general health questions to the nursing staff. Additional clerical support, as needed for seasonal clinics in house, off premise or off island. Money transmittals to Treasurer’s office. Prepare and mail special information packets for Newborn Outreach.

*2. Work with Community Development and Planning department to facilitate permit processing and tracking for septic systems, water availability, restaurants, pools and hot tubs, and food handler cards.

*3. Acquire and track flow of data on approximately 225 new and existing clients among local clinics for Washington State Women Infants and Children (WIC) office, other state WIC agencies and the central processing center in Indiana. Maintain records of three different types of checks made out to clients and those returned to the processing center. Keep all records and client files updated and available for internal use and for State audit.

*4. Enter data and maintain data bases for water availability, well logs, septic permits and soil logs, bacterial test results, restaurant inspection reports, paying the division’s bills, county wide immunization records program, including three outside private clinics,
Position Title: Administrative Specialist II – Health and Community Services

senior resource guide, and chmis (nurse time) for payroll.

5. Conduct research for realtors, installers, designers, well drillers, and the general public for septic systems, soil logs, well logs, water availability, water quality, immunizations, shellfish program, pool and hot tub, restaurant complaints, travel requirements, food handlers’ cards.

6. Order office supplies, brochures, immunization information, vaccine, bacteria test bottles, biohazard packaging material.

7. Orders vaccine from the Washington State Department of Health. Tracks the vaccine dispersal to three public health clinics and three private clinics located on each major island. Reports monthly to the State the type of vaccine, lot number, date given, and the age group receiving the vaccine.

8. Act within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

9. Other tasks as assigned by the H&CS Office Manager or the HC&S Director.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Requires various amounts of standing, sitting and walking average hearing and vision. Must be able to receive and understand written and oral instructions or communication and to give verbal and written communications and be able to calculate math problems. Requires occasional lifting of 10 pounds or less and infrequent lifting of 10 to 20 pounds or greater. Requires ability for repetitive hand and finger movements.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. Of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>3.0</td>
<td>Daily x</td>
</tr>
<tr>
<td>Copy Machine</td>
<td>1.0</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Fax</td>
<td>0.5</td>
<td>Monthly x</td>
</tr>
<tr>
<td>Computer</td>
<td>3.0</td>
<td>Daily x</td>
</tr>
<tr>
<td>Adding Machine</td>
<td>0.5</td>
<td>Daily x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Office working environment. Occasional inter-island travel by ferry or by air.