

## Tipton County Health Department

### Position Description and Criteria-Based Job Description/Expectations

**PROVIDED FOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DEPARTMENT:** Tipton Co. Health Department

**POSITION:** Office Assistant

**REPORTS TO:** Office Manager/ Tipton County Health Board

**STATUS:** Part-Time

**PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Indiana State Department of Health, and the public for the purposes of giving and receiving information, rendering service, and instructing others.

**WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment.

**EDUCATION:**

Minimum of high school graduate. Possess a valid Indiana Driver's License.

**JOB EXPERIENCE:**

Experience and/or training in any area of business. Computer knowledge is a priority. Experience working with the public.

**SPECIAL TRAINING/SKILLS:**

Must possess good interpersonal skills, be a self-starter, and maintain a positive attitude. Expected to present himself/herself in a professional manner both in dress and conduct. Have the ability to communicate clearly, both verbally and in writing with governmental representatives, property owners, and the general public.

**KEY FUNCTIONS/RESPONSIBILITIES:**

- Ability to maintain confidentiality of department information.
- Able to listen well, accurately communicate ideas and work well in a team.
- Able to maintain and secure equipment and supplies
- Provide backup for other professional staff as necessary
- Work evening and weekend hours when required
- Able to operate a variety of office equipment, including person computer, digital telephone, fax machine, calculator, copy machine etc.
- Must be proficient in Microsoft Office programs and be able to use Outlook, Access Word, Publisher, Power Point and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs

- Able to establish and maintain effective working relationships with a wide variety of individuals using appropriate interpersonal skills.
- Able to perform and prioritize multiple tasks and meet deadlines under pressure
- Able to work with groups and facilitate meetings
- Able to apply time-management skills and ability to prioritize job related activities
- Able to demonstrate leadership, independent judgment and critical thinking
- Able to accommodate flexible scheduling to address program or client needs
- Able to work effectively in public health environment
- Able to work under generally safe and comfortable conditions where exposure to environmental factors such as disease, may cause discomfort and poses a limited risk of injury.
- Be willing to be immunized for possible diseases you may come in contact with through customers, such as yearly Flu Vaccine, Hepatitis B series, Tetanus, and Hepatitis A. Also, childhood immunization should be up to date.
- Able to work effectively in office environment
- Must be able to meet required deadlines, which may be stressful
- Must have ability to interact positively with other staff, county and State Department personnel and general public.
- Complete other duties as assigned consistent with job classification
- Adhere to policies regarding attendance, tardiness, breaks and timecards

**ACKNOWLEDGEMENT**

I have read and understand my job description, and I have discussed my job requirements and responsibilities with my supervisor.

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date