

STAFF ASSISTANT (HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position provides technical assistance in assigned areas of the Health Department. This class performs various administrative support tasks to implement the goals of the department and may involve considerable inter-office and public contact. Supervision is not normally a responsibility of this position but may be exercised over clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and interprets program goals and procedures;

Performs various clerical and administrative support tasks within assigned program area;

Assists in facilitating work flow of unit;

Assists management or administrative staff in assembling data for specific programmatic or operational areas;

Coordinates and organizes activities of assigned clerical employees for specific projects, studies, surveys and special documentation as required;

Organizes community and program activities to ensure community awareness of health services;

Participates in the development of educational materials such as newsletters, pamphlets, etc;

May prepare and process purchase requisitions for health related material, supplies and equipment in accordance with established County procedures;

May maintain a register of purchase requisitions using a manual and/or automated system;

Inspects orders for accuracy, prepares for proper storage and/or delivery, and forwards invoice to Finance for vendor payment;

Compiles data and prepares statistical reports on departmental activities;

Assists with mailings and photocopying as needed, including opening, screening, date stamping and routing mail;

Acts as liaison between Health Department staff and general public;

May prepare time and attendance records for unit;

Assists in the preparation of the annual budget;

Responds to inquiries pertaining to the functions and activities of the Health Department;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Refers patients to other sources of medical and social services;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the Health Department's organization and operations; good knowledge of administrative practices and techniques; ability to gather and analyze data; ability to plan, organize and coordinate program activities; ability to plan and present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; good judgment; resourcefulness; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either (a) Bachelor's Degree* and one year of experience in a health-related or community setting where the primary function of the position was in either general administrative support work and/or contact with the general public; or (b) satisfactory completion of 60 credits* and three years of experience as stated in (a); or (c) five years of experience as stated in (a); or (d) a satisfactory equivalent combination of training and experience as defined by the limits of (a) through (c).

SUBSTITUTION: Successful completion of a Bachelor's or Master's Degree* in Health, Health Administration, Health Care Administration, Health Education, Health Science, Community Health, or closely related field may substitute for the above required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.