

# Job Posting

January 13, 2023

**Position Title:** Full-time Administrative Assistant  
**Pay Rate:** \$17.02-\$20.36 per hour  
**Division:** Environmental Health (Chippewa County Health Department)  
**Union:** Non-union

## Job Summary:

Performs a variety of secretarial and administrative support tasks in support of the supervisor and other professional staff. Duties include answering the telephone and responding to requests for information or referring the caller to the appropriate staff, typing letters, memoranda, reports, and other documents, arranging meetings and taking minutes, and maintain simple computer data bases and other resources. Basic software and clerical support to Environmental Health staff. Frequently handles information of a sensitive and/or confidential nature. Considerable skill is required in dealing with other employees, public officials and the general public.

## Education, Training, Experience, Certification/Licensure:

**Education:** High school graduation or equivalent and one to two years of college with course work in office management, word processing, data processing, and related areas.

**Experience:** Three years of progressively more responsible office secretarial experience.

**Other Requirements:** Possession of a valid Michigan driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should **not** be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## Essential Job Functions:

1. Performs secretarial and clerical support functions for the Environmental Health division such as answering the telephone, filing, making reservations, maintaining files, and scheduling meetings.
2. Acts as the point of contact for internal and external clients. Provides general support to visitors.
3. Prepares and distributes various correspondence, reports, forms, emails, letters, faxes and other documents, using word processing software, following written or verbal instructions. May be assigned to respond to routine correspondence.
4. Prepares, distributes, processes and tracks permits and permit status.
5. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, flyers, newsletters, training materials and other documents. Produces technical graphics, charts and tables, selecting the format that will display the material to best advantage.
6. Lays-out, produces, and prints documents including reports, newsletters, handouts, and posters by typing, or cutting and pasting up text, graphics, and pictures.
7. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
8. Arranges meetings by coordinating schedules, mailing announcements, and arranging for meeting facilities. Takes minutes of meetings using either transcription equipment or taking notes. Transcribes minutes and distributes to meeting participants and other specified people.
9. Constructs data bases for survey results, mailing lists, and so forth. Enters new data and produces various reports as requested.
10. Performs other administrative support tasks such as purchasing office supplies, ordering water sample test kits, arranging for the purchase of business services, and making travel arrangements.

11. Maintains contact list of local and state department officers and staff.
12. Liaise with executive and administrative assistants to handle requests and queries from supervisors and administration.
13. Liaison and correspondent between Health Department and State accrediting bodies.
14. All other duties as assigned.

**Other Functions:**

15. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.
16. Recognizes that positive employee relations are a necessary precedent for positive client relations. Provides assistance when seeing another in need. Contributes to the team effort of providing superior customer service to enhance the image of the Health Department. Refrains from holding negative conversations about duties, assignments, co-workers and clients. Adheres to Health Department telephone courtesy standards for answering, placing and transferring calls, as well as general telephone use. Does not allow personal telephone calls or visitors to interfere with telephone responsibilities, public encounters or customer courtesy to others. Demonstrates an effort to assure that customers/clients wait in definite expectations of when and how they will be served. Professionally addresses others (smile, handshake, eye contact, voice, posture, grammar, grooming and dress). Responsible for promoting and securing potential clients and referrals.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

**PHYSICAL REQUIREMENTS** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the division.
- Ability to operate copy machines and other office equipment.
- Ability to sit for prolonged time at a computer.

**WORKING CONDITIONS**

Works in office conditions.

Interested applicants should submit a letter of interest, application and/or resume to Jill Schaefer, Executive Assistant, 508 Ashmun Street, Suite 120, Sault, MI 49783. Applications can be found at [www.chippewahd.com](http://www.chippewahd.com). EOE