

# Cascade County

## Job Vacancy Announcement

<b>Position: Receptionist</b>	<b>Closing Date: June 18, 2013</b>
<b>County Department: City-County Health Dept.</b>	<b>Dept. Admin.: Alicia Thompson</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$10.35per hour Must join Teamsters Local #2 Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

Performs administrative support duties which include tasks such as answering and routing phone calls, maintaining filing systems, and performing data entry; requires strong organizational skills, attention to accuracy, detail, and timeliness; deals with highly sensitive information and must be able to maintain confidentiality; performs a variety of clerical and office support functions which includes operating a central telephone console or multi-line system to receive and route calls, checks clients in for immunizations and various tests, collects and processes payments, enters data into an electronic health record; operate a variety of office machines, including copier, fax machine, cash register; copy/fax documents as needed; sign for deliveries; notify immunization program staff of vaccine deliveries; work at offsite immunization clinic sites; collect and verify insurance status; process payments including cash, check or credit card; enter all client immunization information into a local and/or statewide database; review immunization record and determine possible immunizations needed; conduct record searches; adheres to confidentiality of client and personnel records; displays tact, consideration and cooperation when dealing with clients and the public; contributes to a work environment that encourages positive staff morale, motivation and commitment to achieving results, and team building; identifies problems that adversely affect the organization and its functions and offers suggestions for improvement; performs other related duties as assigned.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Administrative support functions; English usage, spelling, grammar, and punctuation; HIPAA and confidentiality; Microsoft Office software, (Word, Excel, Outlook); Internet and E-Mail.

**Skills in:** Filing, word processing/data entry, telephone etiquette, customer service, and the use of various office machines.

**Ability to:** File, create tracking databases, enter data, use of office machines such as label makers, printers, copy and fax machines; use of cash register to include accurate counting of money, balancing and making change; attention to detail; analyze, assemble, and compile accurate information from various databases; adhere to HIPAA standards for protection of health information; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; identify problems that adversely affect the organization and its functions and offer suggestions for improvements; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public; work independently with minimal supervision; handle difficult individuals and situations; work with many different cultures respecting their heritage and traditions; occasionally take and produce accurate meeting minutes

### EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum, all applicants must have two (2) years of progressively responsible office, secretarial or administrative office support experience.

*The successful applicant shall serve a 6 month probationary period and must join the Teamsters Local #2 Union. The successful applicant may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Applicant must possess a valid Montana Driver's License issued by the State of Montana.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**