



Administrative Associate - Nursing

Job Description

Department: Health
Position: Career Service
Grade: 719
Supervisory: No
Reports to: Division Director – Nursing

Summary

Under general supervision of division management, performs advanced clerical work and provides primary administrative support to a division director and/or multiple bureau directors.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee division files and record keeping responsibilities; monitor retention schedules and ensure timely archiving of appropriate documents.
2. Coordinate various personnel actions with the department's Administrative Services Division including recruitment, selection, and performance appraisals; ensure accuracy of employee records.
3. Process information for division payroll and leave accounting; generate and forward division reports to the Administrative Services Division for department approval; coordinate changes and corrections with the same.
4. Perform scheduling, notification, and preparation of materials for various meetings; take notes and prepare minutes.
5. Prepare and proofread correspondence and documents; create spreadsheets and other forms including department or division newsletters.
6. Coordinate activities with other employees, divisions, departments, vendors, and outside agencies.
7. Oversee assigned purchasing functions; initiate authorization of vendor payments and track purchase orders; makes travel arrangements; order and inventory office supplies.
8. Ensure new employees attend orientation and conduct in-service training related to administrative and operational policies and procedures; train staff in the use of specialized software.
9. Maintain administrative and managerial calendar.
10. Attend meetings as required.
11. Monitor budget needs for division and prepare budget requests.

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Public Safety: No

Worker's Compensation: Clerical
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Safety Sensitive: No
DOT: No
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12. Monitor cash on hand and balance daily to electronic medical record (EMR) reports, run tapes on checks, cash and credit cards; maintain spreadsheet records and post receipts as appropriate.
13. Ensure HIPAA compliance; perform work according to HIPPA standards; ensure employee annual training is completed.
14. Attend weekly nursing supervisor meetings to provide information and prepare minutes of meetings.
15. Monitor inventory of computers, phones, copiers, etc., and prepare annual inventory reports.
16. Reply to online questions for Division as appropriate.

Knowledge, Skills, and Abilities

- Knowledge of Utah County Rules and Regulations and Policies and Procedures
- Knowledge of related state agency rules and regulations
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic accounting
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheet creation
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently
- Ability to handle stress associated with deadlines and frequent interruptions
- Ability to create and maintain record keeping and filing systems
- Ability to create positive working environment and interact professionally with others.

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopier, shredder, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is

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frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision and ability to adjust focus. Employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High School diploma or equivalent.
2. Five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Associate degree.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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