



Administrative Associate - WIC

Job Description

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

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. Coordinate personnel actions with the Business Manager – Health, including recruitment, selection, and performance appraisal; ensure accuracy of employee records.
2. Process information for division payroll and absence records, review and approve timesheets; coordinate changes and corrections with the Administrative Associate – Health.
3. Ensure new employees complete orientation and conduct in-service training related to administrative policies, procedures, operational outreach, and other topics, as assigned; train staff on specialized software; monitor and follow up on incomplete items from orientation and training, as needed.
4. Monitor budget needs for the division, prepare budget requests, as directed by the Division Director; participate in the preparation of the annual budget package.
5. Track year-end expenditures for state and county fiscal year end; maintain spreadsheet reports.
6. Oversee assigned purchasing functions, including travel requests; initiate authorization of vendor payments and track purchase orders; schedule travel arrangements.
7. Order and inventory office supplies; monitor inventory of computers, phones, and copiers; prepare annual inventory reports.
8. Coordinate all aspects of meetings from start to finish, including scheduling, participant notification, and material preparation, note-taking, and distribution of minutes.
9. Maintain administrative and managerial calendars.
10. Prepare and proofread correspondence and documents; create spreadsheets and other forms, including division newsletters.
11. Coordinate activities with other employees, divisions, departments, vendors, and outside agencies, as needed.

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FLSA: Non-Exempt
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Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

12. Oversee division files and record keeping responsibilities; monitor retention schedules and ensure timely archiving of appropriate documents.
13. Review and resolve monthly statistical report issues; report problems to supervisor; copy and file, as needed.
14. Ensure Health Insurance Portability and Accountability Act (HIPAA) compliance; perform work according to HIPAA standards; ensure employee annual training is completed.
15. Respond to public health emergencies as required by department or division administration.
16. Carry provided communications device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
17. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Considerable knowledge of Utah County Rules and Regulations and Policies and Procedures
- Considerable knowledge of Utah WIC Policies and Procedures
- Knowledge of HIPAA privacy and confidentiality requirements, and Personal Health Information (PHI) handling and security
- Working knowledge of standard office administration practices and procedures
- Knowledge of basic budget tracking, purchasing, and payment processing principles
- Skilled in verbal and written communication
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheet creation
- Skilled in interpersonal and customer-service skills
- Ability to accurately prepare documents and process data
- Ability to create and maintain record keeping and filing systems
- Ability to effectively train and mentor staff
- Ability to coordinate multiple tasks and priorities while managing stress associated with deadlines and frequent interruptions
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility but serves 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 laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work exposes the incumbent to high stress situations including contact with the public and others in

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confrontational, emotionally charged, or uncomfortable circumstances. Work exposes incumbent to crying children. The noise level in the work environment is usually noisy, moderate to loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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. The employee regularly sits at a desk and is regularly required to stand, bend, talk, and listen. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The 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 occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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. Preference may be given to applicants who have an 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.

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2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

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.

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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