



Office Specialist I - Nursing

Job Description

Department: Health
Position: Career Service
Grade: 716
Supervisory: No
Reports to: Varies by assignment

Summary

Under close supervision of the assigned supervisor, performs a variety of routine clerical and secretarial support duties to expedite the day-to-day operations of various clinical and related nursing programs. Incumbents perform work at an entry level or perform routine tasks that are less complex than those performed at Office Specialist II level.

Essential Functions

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

1. Prepare basic clinic reports; utilize customized computer applications to document and record services rendered; complete various data entry projects; ensure timely preparation and delivery of reports as required by the department or State of Utah Department of Health.
2. Perform general client in-take processes and registration; receive and review client paperwork and documentation; perform initial assessment of client eligibility for services.
3. Monitor and maintain appointments and schedules for assigned nursing staff; apprise or remind clients of appointments and exams; prepare and mail monthly reminders.
4. Monitor client status and update client lists, as needed; purge and archive records; ensure compliance with HIPAA regulations.
5. Assist with promoting awareness of Nursing Division services; participate in public general education programs and presentations; attend public events, including various health fairs.
6. Perform general office clerical and secretarial duties; respond to calls and walk-in visitors from the public; perform general records maintenance and filing; compose various types of correspondence, as assigned.
7. Accurately perform cashiering duties for services rendered; enter service codes, update records, and identify appropriate charges for services; receive payment for services and issue receipts.
8. May provide interpretation and translation services for related Utah County Health Department (UCHD) programs.

For Office Use Only

Job Code: 6631
Job Title: Office Specialist I - Nursing
FLSA: Non-Exempt
Effective Date: 9/18/2023
Public Safety: No

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

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to UCHD and/or the Nursing Division
- Ability to develop and maintain cooperative working relationships with co-workers, supervisors, and the public
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow work instructions, assignments, and clarify things not understood
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional office environment as well as in off-site locations, which may include being outdoors in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, scanner, fax machine, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to contagious or infectious diseases. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

Physical Demands

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 is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. Incumbent works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, answer phones, greet the public, and lift supplies or objects 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. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

For Office Use Only

Job Code: 6631

Job Title: Office Specialist I - Nursing

FLSA: Non-Exempt

Effective Date: 9/18/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

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. One (1) year of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

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

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.
3. Selected applicants shall be strongly encouraged or required to receive immunizations according to the Center for Disease Control and Prevention (CDC) and/or County Health Department Policy.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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.

For Office Use Only

Job Code: 6631
Job Title: Office Specialist I - Nursing
FLSA: Non-Exempt
Effective Date: 9/18/2023
Public Safety: No

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

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 _____

For Office Use Only

Job Code: 6631
Job Title: Office Specialist I - Nursing
FLSA: Non-Exempt
Effective Date: 9/18/2023
Public Safety: No

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