



**Administrative Assistant
Health**

Classified

LEVEL:

JOB SUMMARY

Based on statutory and regulatory requirements and under general supervision coordinates office services, budget preparation and control, and records control. Performs related duties as required

ESSENTIAL JOB FUNCTIONS

- Answering phone calls, taking messages
- Greeting and helping customers
- Provide effective and courteous customer service and respond to requests for information
- Receive, review, process documents and determine appropriate action based on State, Federal and County regulations.
- Help create policies and procedures
- Establish and maintain procedures for document management
- Purchasing and processing
- Scanning and archiving
- Organizing and scheduling
- Perform accounting and purchasing tasks
- Adhere to the office values of accountability and teamwork
- Maintain absolute confidentiality of all restricted records and work-related issues
- The essential job tasks listed are a representation of typical responsibilities and not an all-inclusive list of tasks for this position.

MINIMUM QUALIFICATIONS

- A high school diploma or GED
- A minimum of two years of experience in clerical or customer service position.

KNOWLEDGE, SKILLS AND ABILITIES

- Valid Arizona Driver License
- Skill in math and handling money
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to cross train in other positions