



## SAN JUAN COUNTY JOB DESCRIPTION

Job Title: Receptionist	Step: 40
Department: Health Department	Grade: 6
Effective Date: January 1, 2015	
Revision Date: April 2017	FLSA Status: Non-Exempt

### **General Purpose**

Performs a variety of administrative duties related to the Health Department. Secretarial work involves standard administrative responsibilities, such as greeting and directing visitors, responding to inquiries from staff and the public, answering phones, making copies and scheduling appointments. They also communicate with the clinical staff to ensure all appropriate patient information is gathered.

### **Supervision Received**

Works under general direction from the San Juan County Health Department Director.

### **Essential Functions**

- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries
- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Maintains reception area materials (walls, posters, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general secretarial and clerical functions (scheduling, copying, faxing, data entry, filing, upkeep of office equipment and supplies, etc.) for the purpose of supporting office operations.
- Processes a variety of Vital Records (birth and death certificates) for the purpose of conveying information within District guidelines and regulations.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
- Will educate Medicaid Clients.
- Will answer questions; provide septic information and forms for Environmental Health.
- Will fill out paperwork, input data and collect money for Immunizations.
- Will oversee the financial information at the specialty clinics, help nurse set up clinic and break down clinic, will assist clients with chart information.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the office and programs provided.

## **Minimum Qualifications**

### Education and Experience

- Graduation from high school or GED certificate.
- Two (2) years of progressively responsible experience in related field, and /or an equivalent combination of education and experience, preferred.
- Must pass a criminal background check and undergo fingerprinting.

## **Required Skills, Knowledge and Abilities**

- **SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.
- **KNOWLEDGE** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.
- **ABILITY** is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job related equipment. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, adapting to changing priorities, working with frequent interruptions, communicating with diverse groups, and displaying tact and courtesy.

## **Special Qualifications**

- Must possess a valid Utah Driver's License.

## **Work Environment**

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

Work is performed in an office or other environmentally controlled room; work required frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.





