



NORTHEAST COLORADO HEALTH DEPARTMENT

JOB TITLE: Administrative Assistant/Deputy Registrar (Vital Records)

Part Time, Non-Exempt 20 hours per week

\$16.00/Hour

POSTING CLOSES: September 29, 2023, at 5:00

GENERAL STATEMENT OF DUTIES:

The Administrative Assistant position will demonstrate a well-rounded approach and possess positive communication skills in performing administrative duties and general support of all programs as needed. This position works at the main desk of the NCHD facility; answering phones, greeting clients, and fulfills requests for vital records.

SUPERVISOR: Administrative Manager | **DEPARTMENT:** Administration

LOCATION: Sterling Office

PRIMARY DUTIES:

Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class. The Northeast Colorado Health Department retains the right to modify or change the duties or essential and additional functions of the job at any time.

The Administrative Assistant/Deputy Registrar will provide administrative support and program assistance for all divisions within the Northeast Colorado Health Department. This role will make an impact at NCHD and in the community through the following activities:

- Performs receptionist duties including answering phones; greeting and assisting clients; directing callers and visitor to the appropriate employee; and providing routine information requiring knowledge of agency policies and procedures.
- Performs Deputy Registrar duties for vital records (birth and death certificates); issues burial permits and certified copies.
- Enters and accesses data using Colorado State's vital records electronic system.
- Completes Vital Records Audits as assigned.
- Creates and maintains general office files. Orders and distributes office supplies as needed.



- Composes and types agency correspondence as needed.
- Researches, compiles, and provides information to citizens, businesses, and other governmental agencies regarding departmental transactions.
- Interprets and explains departmental rules, regulations, and procedures to the public
- Creates spreadsheets for a wide variety of NCHD needs, as well as maintains databases as needed.
- Establishes and maintains effective working relationships with coworkers, the public, community-based organizations, and other agencies.
- Schedules, checks in, and confirms nursing and other agency appointments.
- Performs duties using the efficient operation of all office equipment with speed and accuracy.
- May schedule meetings and reserve conference rooms.
- May verify and print out immunization records for clients.
- Receives, sorts, and distributes interoffice mail.
- Performs general cleaning of the lobby areas, including child play areas. This may include vacuuming and sanitization of toys.
- Sends postage, copier/printer and petty cash reports to Administrative Manager.
- Performs other duties as directed or assigned by supervisor or management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication skills and be able to work with a wide range of people/professionals/agencies.
- Excellent organizational skills.
- Excellent computer skills, word processing (Microsoft Office), typewriters, calculators, phone systems and fax machines; ability to make simple mathematical computations.
- Considerable knowledge of grammar, spelling and punctuation.
- Ability to provide courteous and sensitive customer services to clients and public of diverse cultural and socio-economic backgrounds.
- Ability to follow written and oral instructions.
- Working knowledge of office practices and procedures.
- Ability to be a self-starter and possess time management skills.
- Ability to multi-task and prioritize.



- Contributes to building a positive team spirit and supports coworkers' efforts to succeed.
- Familiarity with public health, a plus.
- Ability to establish and maintain effective working relationships with other NCHD employees, community partners, and the public.
- Bilingual in English/Spanish a plus.

QUALIFICATIONS:

- Knowledge and experience in receptionist duties and customer service. Specifically related to public health preferred.
- Strong work ethic and passion for community health.
- Skills and activities require fine motor dexterity, grasping and manipulating office equipment, ability to distinguish small objects at near and far distances, ability to participate in routine conversation in person or via telephone, and distinguish auditory tones associated with an office environment and ability to speak clearly.
- Excellent computer skills, including Microsoft Office, spreadsheets, and databases; ability to demonstrate considerable knowledge of grammar, spelling and punctuation; ability to demonstrate a working knowledge of office practices and procedures; ability to follow written and oral instructions; ability to make simple mathematical computations.
- Ability to communicate effectively, both verbally and in writing, when providing information to the public/clients.
- H.S. Diploma or GED.
- One year or more experience in customer service or administrative duties.
- Must possess a valid driver's license and have access to dependable transportation readily available for business use.
- Bilingual Spanish is a plus but not required. NCHD may compensate bilingual employees with an additional salary stipend to recognize the value it brings to our operations.

WORKING ENVIRONMENT:

- Activities involve standing, sitting, driving, stooping, kneeling, climbing, lifting and carrying, transferring objects, reaching, pushing and pulling.
- Stairs are present in many offices.
- The climate and/or temperature may not be comfortable at times.
- Office equipment will be used including calculators, copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Travel is expected of all staff throughout the 6 county region (Logan, Morgan, Phillips, Sedgwick, Washington and Yuma).



DRUG-FREE WORKPLACE STATEMENT:

The Northeast Colorado Health Department is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws. Our values promote employee participation in the delivery of quality services to and on behalf of the community.

EQUITY IN THE WORKPLACE:

NCHD celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

HIPAA STATEMENT:

Employees are required to maintain sensitive and confidential client information according to the HIPAA policy.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES:

Employee response, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness and response, as required. Completes training identified as appropriate for this level employee.

OTHER:

This Administrative Assistant/Deputy Registrar position is a Part-time position funded by grants, contracts and per capita contributions. While there is no guarantee of continued employment if funding is discontinued, NCHD will attempt to place the affected employee in a position of equal responsibility and wage, if a position is open and available.

UPDATED: February 2023