** Whitman County**

**Position Description**

Effective Date:

Position Title: Office Specialist II

Job Family: Administrative Support

Classification #: 163

Department Title: Public Health Department

Department Code: 280

Pay Grade: Office Specialist II

FLSA Status: Non-Exempt

Union Status: Courthouse Bargaining Unit

Reports to: Public Health Director

**Purpose**

This position is a full-time, regular position of 40 hours per week and is responsible to assist/manage various projects under the classification of finance/accounting and performs functions in the WIC Program, Vital Records management, STD data management, community health services/programs, vaccine program, coordination of EH programs. This position is also responsible for all duties listed under the job description of Office Specialist II.

**Nature of Work**

This is specialized and highly responsible administrative support work requiring a working knowledge of the department’s purpose, functions, and practices. The Office Specialist II will assist/manage different projects as needed. This position will be familiar with all of our programs and can help the public navigate our systems and answer basic questions regarding those programs. For more technical questions, this position will need to be experienced in filtering those requests and linking them up with the proper subject matter expert.

**Essential Functions**

* Reconcile accounts between New World and Quickbooks
* Prioritize and manage multiple projects covered by specific grants.
* Orient and supervise interns and volunteers
* Performs routine, fiscally-related work using established procedures under general supervision.
* Check and process online orders from VitalChek other orders for vital records.
* Works closely with Funeral Homes and County Coroner to ensure accurate filing of death records.
* Reconcile Vital Records payments made to DOH with department records for mandatory monthly reporting.
* Create Journal Entries for ACH deposits.
* Performs various office functions and fills in for other staff as needed
* Work closely with Finance Manager in all aspects of department’s fiscal operations.
* Manage petty cash and/or cash drawer
* Prepares the daily deposit.
* Create invoices and maintain an accurate A/R.
* Track Environmental Health permitting process (audit permit applications, manage status spreadsheet, track payment status, pursue collection of past-due payments.
* Backup for Payroll, AP and Journal Entries

**Physical Requirements**

The physical demands described are representative of those that are required of an employee to successfully perform the essential functions of the position; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to: stand, walk, sit, use hands and fingers to handle or feel. The employee is occasionally required to reach with hands and arms, stoop, kneel, and crouch. The employee is occasionally required to lift and/or move up to fifty (50) pounds. Specific vision abilities required for this position include close vision.

**Non-Technical Essential Functions**

Establish and maintain good working relationships with public officials, employees and the public; communicate using speaking and listening skills.

**Supervision Exercised and Received**

Orient and supervise interns and volunteers. Work is performed under the general direction of the Director of Public Health who reviews work for the quality of results obtained.

**Experience, Education, and Training**

College degree or technical training in Business, Business Administration, or equivalent field

OR

Possess a high school diploma or GED plus two or more years of experience working in an office setting, and have advanced multiple computer skills

OR

Substituting, on a month for month basis, and combination of experience, education, and training which would provide the level of knowledge and ability required.