



Job Description

TITLE:	Office Assistant III-BHIZ Grant-Funded	JOB CODE:	4910
DEPARTMENT:	Behavioral Health Services	FLSA:	Non-Exempt
PREPARED:	March 16, 2022	LOCATION:	Farmington, NM
UPDATED:			

Summary: Under general supervision, performs a variety of clerical, technical, organizational, and administrative activities to support the functions of the Behavioral Health Services department. Coordinate schedules and maintain department calendars; prepare reports, process invoices for payment and track budget expenditures. Often the front-line representative of San Juan County, this position must possess outstanding public relations and communication skills.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provide a broad range of administrative support to the department director and department staff.
- Maintain department files; research files and computer databases; assure all administrative actions are compliant with County policy, procedures, and guidelines.
- Research inquiries from employees with personnel questions; review and process forms to execute personnel change transactions.
- Resolve problems, create solutions, and ensure the quality of the work products.
- Maintain department statistical information; collect statistical data and compile data for reports; update and assure the accuracy of databases; create management reports.
- Monitor budget, contracts, and expenditures; collect, compile, and analyze data and information. Draft reports for the department director as assigned.
- Coordinate the annual county budgeting process; monitor the budget cycle and department submittal timelines, organize documentation, and coordinate the formal submittal process.
- Maintain department calendar; receive, open, review, and distribute mail; prepare purchase orders and vouchers; establish and maintain filing procedures; coordinate and monitor assigned projects.
- Type, edit, and prepare correspondence, memoranda, letters, legal documents, information packets and other communications; respond to routine letters and composes general correspondence as directed.
- Answer phones and determines nature of the calls; log and route calls to appropriate individuals, offices, work units, divisions, or departments to handle inquiries and complaints; take and deliver messages.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of administrative procedures, methods, and practices.
- Knowledge of customer service principles, practices, and techniques.
- Knowledge of County organization, operations, policies, and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Knowledge of County accounting and budgeting systems.
- Knowledge of the basic principles of record keeping and records management.
- Skill in advanced office procedures.
- Skill in following and effectively communicating verbal and written instructions.

Job Description

Office Assistant III

- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling, and preparing reports and related information.
- Skill in following complex oral and written instructions, policies, and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, and the general public.

Education and Experience

- High School diploma or GED equivalent and five (5) years of administrative or clerical experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____