

## Bear River Health Department

### Job Description

**Title:** Substance Abuse Secretary/Receptionist – Brigham City Office

**Division:** Administration

**Grade:** 11 **Step:** 1

**Wage:** \$12.94/hr.

**Description:** Full-Time Benefited

**Closing Date:** July 20, 2017

#### Summary of Duties:

Under general supervision, provides clerical and secretarial support services to ensure the Departments front desk objectives are met in effective and efficient manner for the Brigham office day-to-day operations of the Substance Abuse, Environmental Health, Health Promotions divisions.

- Deliver great customer service-Highly skilled in greeting customers, visitors and directing them to the right person or department
- Provide day to day office support services so as to ensure efficiency of front office which include, but not limited to Scheduling of clients, Taking payment, Balancing cash registers, Maintaining daily reports, Observing urinalysis, Answering incoming calls and handle caller's inquiries, scanning
- Back-up support for other offices
- Other duties as assigned

#### Minimum Education and Experience Qualifications:

**Grade 11:** High School diploma or equivalent. One year of progressively responsible clerical or office employment  
OR

Successful completion of one (1) academic year of study above the high school level in a resident business or secretarial school, junior college or college

#### Knowledge of:

Standard office practices, skilled in computer programs; including Windows, Excel, Email, Internet etc. Operating standard office equipment. Data entry, spreadsheets, word processing. Basic math, etc.

#### Ability to:

- Provide great customer service
- Interpersonal relations to handle concerns and/or fears of clients
- Maintain cooperative working relationships
- Communicate effectively verbally and in writing
- Understand and follow instructions
- Maintain confidentiality of all records and information
- Multi task effectively
- Work quickly and accurately under pressure

#### Special Qualifications:

- Must possess or be able to obtain a valid Utah Driver License at the time of employment
- Must successfully pass a Background check and Drug Screening.
- Must be able to provide own transportation
- Must be able to lift 50 pounds and be able to perform strenuous activities requiring flexibility, stamina, and overall general good health
- Must have a flexible schedule, available for scheduled work in the evening and /or weekends, as job requires

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at [www.brhd.org](http://www.brhd.org) Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Dept.

Email: [stello@brhd.org](mailto:stello@brhd.org) - Phone: 435-792-6498 – Fax: 435-792-6495