



Office Assistant IV

Employee is responsible for interpreting and carrying out established programs and/or departmental policies and procedures as directed.

Position Number 519-04-336 (86)

Salary

\$32,099 to \$40,956

Annually

Posted

October 13, 2023

Closes

October 19, 2023

How to apply?

Contact the Employment Security Commission, 111 Jordan Plaza

252-331-4798

OR call Samantha

Ballance at 252-338- 4434

ARHS does REQUIRE NC State

Application PD-107. Incomplete applications will NOT be processed.

The application can be found at

www.arhs.nc.org/employment/

Current employees of Albemarle Regional Health Services should contact your immediate supervisor first and then contact Personnel Office if they are interested in applying.

Albemarle Regional Health Services provides eligible employees with a

competitive benefits

package including paid health insurance, paid holidays, 401 (k), sick and vacation leave, and N.C. Local Government Retirement.

ALBEMARLE

REGIONAL HEALTH SERVICES IS AN EQUAL

OPPORTUNITY

EMPLOYER

Positions Responsibilities:

This position is housed within the clinical department of ARHS. The employee in this position provides extensive administrative/management support services to the District Nursing Administration (Director of Nurses/Clinical staff and District Clinical Nursing Supervisor). Provides administrative support to all clinical and clerical staff. This employee provides Administrative support to the Health Director as needed/requested. Employee in this position will be responsible for independently coordinating the administrative support for the entire District Nursing Administrative and Clinical Nursing Supervisor. Oversee and monitors complex records that include medical files, special regulatory committee files, medical practice and policies, and gather analyze, edit, and report information for various administrative programs and projects.

Key Duties:

- Independently record/compose and type minutes for Clinical Management Team meetings.
- Schedule, coordinate and maintain clinical staff schedule.
- Coordinate and process travel requests, travel sheets and time sheets, as assigned.
- Maintain, monitor and process training and education certifications and credentialing for assigned personnel. Coordinate with HR for documenting purposes.
- Preparation of documents, such as Contracts, Memorandums of Agreement/Understanding, Standing Orders, Policies, Audits
- Management of network files.
- Manage accreditation files in assigned system.
- Coordinate, prepare and process forms for management of inventories, medications, vaccinations, etc.
- Develop and edit spreadsheets, letters, documents, business and appointment cards, flyers, and rack cards.
- Coordinate the preparation of grant proposals.
- Notarize documents on behalf of District Nursing Administration and other departments.
- Well-versed in Microsoft Suite, Excel, Adobe.
- Able to learn and manage new programs, as changes occur.

Knowledge, Skills, and Abilities:

- Significant knowledge of office or work unit procedures, methods and practices.
- Significant knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials.
- Ability to apply sentence and grammatical structure to independently compose and format materials within established guidelines.
- Ability to record, compile, summarize, and perform basic analysis of narrative and numerical materials.
- Ability to learn and independently apply laws, departmental rules and regulation.
- Ability to learn office process and procedures and apply knowledge in problem-solving and responding to questions and inquiries.
- Ability to use judgement in coordinating and monitoring office procedures and workflow.
- Ability to use courtesy and tact in performing public contact and communication duties that may be sensitive in nature.
- Ability to schedule and coordinate a variety of appointments, meetings and/or conferences.
- May require ability to supervise or coordinate the work of other staff, student workers or volunteers.

Minimum Training and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

NOTE: All degrees shall be from an appropriately accredited institution. Transcripts will be requested upon hire.