

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Administrative Specialist
Position to be filled: August 6, 2018
Salary: \$30,060.00 annually

Reports to: Assigned Supervisor
Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.
occasional weekends/evenings as required

Minimum Requirements:

- High school diploma or equivalent.
- Minimum of six months of related experience.
- Ability to efficiently multi-task on a daily basis.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.).
- Good customer service, verbal and written communication skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.
- Good organizational and filing skills.

Responsibilities:

Will include, but NOT limited to:

- Greets customers via face-to-face, phone, and electronic methods, and directs customers to the appropriate parties. Provides high quality service to customers and clients.
- Performs data entry, claims processing, transcribing, and correspondence preparation services. Obtains and processes documents from external customers and clients.
- Provides information to customers regarding CCBH programs and services. Responds to phone and electronic inquiries from the public and provides verbal and printed information to customers regarding CCBH programs and services. Forwards customers and other professionals to appropriate staff for more detailed discussions about CCBH programs and services.
- Assists with the issuance and distribution of licenses & permits.
- Uses appropriate filing systems and database(s) to create and/or maintain physical and electronic records. Organizes and purges records per the local record retention rules.
- Performs regular audits of databases and physical files to ensure data integrity prior to reporting to regulatory agencies.
- Performs basic financial transactions with customers including cash, purchase order, and electronic transactions. Balances receipts & cash drawers in accordance with CCBH fiscal guidelines.
- Develops and extracts basic reports from databases and provides reports to internal and external customers. Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Accepts, logs, sorts, and delivers incoming mail and parcels to appropriate parties. Arranges for outgoing mail, and parcel pickup by mail/shipping companies.
- Coordinates the printing and distribution of CCBH reports, promotional materials, program materials, and other information for dissemination to internal and external customers.
- Organizes and maintains meeting room schedules, and appointment logs.
- Orders and maintains inventory of office supplies and equipment. Serves as liaison with appropriate parties to arrange for PC and other office equipment troubleshooting and repair.
- Maintains and disseminates internal contact directories and office locations for assigned service areas.
- May guide customers through the enrollment process for assigned CCBH programs.
- Participates in public health emergency activities as needed.
- Collaborates with internal and external partners on special projects as assigned.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: June 26, 2018

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website,
www.ccbh.net. Please attach your resume.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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