612 6th St., Suite D

Portsmouth, OH 45662

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**Scioto County Health Department**

Job Description

**GENERAL IINFORMATION:**

**Employee: Title: Vital Statistics / Fiscal Officer/Clinical**

**Administrative Assistant (Full-Time)**

|  |  |
| --- | --- |
| **Department** | Scioto County Health Department - Administration |
| **Work Hours** | 8:30 A.M. to 4:30 P.M. (One Hour Lunch Period) |
| **Department Days** | Monday through Friday (total of 40 hours per week); occasional weekend and evening hours |
| **Immediate Supervisor** | Health Commissioner |
| **Date of Hire** |  |
| **Civil Service Examination** | None |
| **License/Certification Required** | Notary |
| **Motor Vehicle License** | Ohio Bureau of Motor Vehicles |

**POSITION DEFINITION:**

**Vital Statistics**: To assist the public in acquiring birth certificates, death certificates and other vital records.

**Fiscal Officer**: Be familiar with audits, invoices and budget preparations. Able to manage many funds, accounts payable, preparing purchase orders. You should also have excellent organizational skills and be able to handle time-sensitive tasks.

**Other Duties:** Other duties will involve assisting the Vaccine Clinic, cross-training with medical billing and working on accreditation activities.

**ESSENTIAL FUNCTIONS:**

**Vital Statistics**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assist the public with the acquisition of vital records; receive money; fill out affidavits and notarize.
2. Send information letters to home birth parents.
3. Review death certificates for completeness, cause of death and necessary signatures.
4. Register all county deaths; sign burial permits; make certified copies of death certificates.

**Fiscal Officer**

1. Keep accurate records for all daily transactions
2. Prepare balance sheets
3. Process invoices
4. Record accounts payable and accounts receivable
5. Update internal systems with financial data
6. Prepare monthly, quarterly and annual financial reports
7. Reconcile fund account with county auditor monthly reports
8. Participate in financial audits
9. Track pay-ins to the county treasurer’s office
10. Assist with budget preparation
11. Review and implement financial policies
12. Submitting payroll

**Other Duties:**

1. Assist with vaccine clinic, contract tracing, COVID-19 case follow-up
2. Assist with BCMH billing
3. Assist with accreditation activities
4. Destroy documents according to Records Retention Policy

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)*

**PREFERRED QUALIFICATIONS:**

1. Experience using financial software
2. Advanced MS Excel skills
3. Knowledge of financial regulations
4. Excellent analytical and numerical skills
5. Sharp time management skills
6. Strong ethics, with an ability to manage confidential data
7. BS degree in Finance, Accounting or Economics

**COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES:**

1. **Public Health Tier: 1 – Frontline employee**
2. **Organizational Competencies**

All SCHD employees are expected to ensure that the Scioto County community is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all SCHD are expected to meet specified competencies in the following areas:

* **Role During Emergency** - Demonstrate knowledge of one’s expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015]
* **Use IT** - Use information technology in accessing, collecting, analyzing, using, maintaining, and disseminating date and information [1A4, 1B4, 1C4]
* **Describe Strategic Priorities** - Describe agency’s strategic priorities, mission, and vision [PHWINS 2017] Work Exceeds Standards Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018]
* **Recommend Solutions** - Identify problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome [NIH, retrieved 2018]
* **Deliver Culturally Appropriate Service** - Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017]
* **Describe Diversity** - Describe the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) [4A1, 4B1, 4C1]
* **Address Diversity** -Address the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community [4A5]
* **Collaborate with Partners** - Collaborate with community partners to improve health in a community (e.g., participate in committees, share data and information, connect people to resources) [5A5]
* **Improve Programs** - Provide input for developing, implementing, evaluating, and improving policies, programs, and services [5A7]
* **Motivate Colleagues** - Motivate colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) [7A11, 7B13, 7C13]
* **Use Performance Management** - Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation) [7A14, 7B16, 7C16]
* **Incorporate Ethical Standards** - Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1]
* **Professional Development Participation** - Participate in professional development opportunities [8A7]
* **Maintain Performance** - Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018]

1. **Job Specific Competencies**

Descriptions of each competency can be found at:

<http://www.phf.org/resourcestools/Documents/competency_Assessment_Tier1_2014.pdf>

* Analytical /Assessment Skills (1A8)
* Policy Development/Program Planning Skills (2A5)
* Communication Skills (3A1, 3A2, 3A5)
* Cultural Competency Skills (4A1, 4A2, 4A3, 4A4, 4A5, 4A6)
* Community Dimensions of Practice Skills (5A1, 5A5, 5A6, 5A7, 5A9, 5A10)
* Public Health Sciences Skills (6A1, 6A2, 6A4, 6A5, 6A6, 6A8, 6A9)
* Financial Planning and Management Skills (7A3, 7A10)
* Leadership and Systems Thinking Skills (8A1, 8A3, 8A5, 8A6, 8A7)

1. **Professional Competencies**

List professional competency(ies):

Employee will adhere to:

* The Center for Disease Control and Prevention Environmental Health Performance standards found at: <http://www.cdc.gov/nceh/ehs/envphps/Docs/EnvPHPSv2.pdf>
* All internal environmental health checklists, policies and procedures for Scioto County Health Sanitarians and Sanitarians-In-Training.

**REPORTING STRUCTURE:**

|  |  |
| --- | --- |
| **Title of immediate Supervisor:** | **Health Commissioner** |
| **Titles of any others this position reports to:** |  |

**PHYSICAL WORK ENVIRONMENT:**

Job Locations: 612 6th St., Suite D, Portsmouth, OH 45662

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection promotional criteria.*

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)