

## POSITION DESCRIPTION

<b>Date:</b> 11/26/2018	<b>Prepared By:</b> Amy Waldes, CFO		
<b>Position Title:</b> Administrative Assistant		<b>Department:</b> Administration	
<b>Exempt:</b> <input type="checkbox"/> <b>Non-Exempt:</b> <input checked="" type="checkbox"/>		<b>Salary Range:</b> \$20/hour	
<b>Reports to (please list title, not person):</b> Chief Executive Officer			

### Directors Only

<b>Financial Responsibility (profit/revenue contribution, budget \$):</b>			<b>Number of Outlets:</b>
<b>Frequent Internal Contacts:</b>	1. Department managers	2. Supervisors	3. Staff
<b>Frequent External Contacts:</b>	1. Public	2. Vendors	3.
<b>Number of Employees under Supervision and Titles:</b> n/a.			
<b>Other:</b> Seasonal position starting immediately through May 31, 2019. Growth opportunities could come into play for later 2019. Part-time position, see details below. Part-time position affords limited benefits.			
<b>Job Summary:</b> The administrative assistant position will be public facing and serve as an administrative support for the team.			

### Job Responsibilities (list in order of importance within each category):

<p><b>Customer Service:</b></p> <ul style="list-style-type: none"> <li>• Be the face of ECPS for the public, whether answering the phones and/or the front door traffic. Provide the best answer possible and communicate to team members any appropriate follow up.</li> </ul>
<p><b>Clerical:</b></p> <ul style="list-style-type: none"> <li>• Mail processing, collection, distribution</li> <li>• Process payments, in particular deposits</li> </ul>
<p><b>Team Support:</b></p> <ul style="list-style-type: none"> <li>• Provide support on projects as assigned, primarily for the administrative staff of 12.</li> <li>• Contribute in a positive manner to the team.</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Seeks additional responsibilities.</li> <li>• Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.</li> <li>• Driving a company vehicle may be necessary on occasion.</li> </ul>
<p><b>Patient Privacy:</b></p> <ul style="list-style-type: none"> <li>• Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices, as required by federal and Colorado law, and in accordance with general principles of professionalism as a health care provider.</li> <li>• May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.</li> <li>• Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.</li> </ul>

***NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.***

- Expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

**Values Based Expectations**

Expected to act in accordance with our Mission, Vision and Values at all times.

**Mission:**

Provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

**Vision:**

- To be a world leader in out-of-hospital healthcare.

**Values:**

- **Integrity**  
Be honest, committed, and consistent in your words and actions.
- **Excellence**  
Strive to continuously improve knowledge, practice and skills.
- **Community**  
Be helpful, compassionate, and respectful in all interactions.
- **Patient Advocacy**  
Act in the best interest of your patients.
- **Professionalism**  
Be loyal, ethical and team oriented.

**List specific knowledge, skills and abilities needed for position (specify whether required or preferred):**

Area	Comments	Required	Preferred
Education:	High school diploma or G.E.D. certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education:	Bachelor's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer Operations:	Knowledge of Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Licenses or Accreditations:	Notary of Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Work Experience	Two years' experience in an administrative, clerical role including guest services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Work Experience	Two years' experience in an bookkeeping or accounting role or an associate's or higher degree in accounting or finance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous Supervisory Exercised:	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Language Ability:	English language - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write grammatically correct routine reports and correspondence. Ability to effectively interact and communicate with co-workers and District staff.  Interpret and/or discuss information, which may involve terminology or concepts not familiar to many people; regularly provide advice and recommend actions involving rather complex issues. May resolve problems within established practices. Provides technical (HR) guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language Ability:	Spanish language - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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	to write grammatically correct routine reports and correspondence. Ability to effectively interact and communicate with co-workers and District staff.		
Complexity/Problem Solving Ability:	Deal with a variety of problems, requiring determination of which answer (from a few choices) is the best	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discretion/Latitude/Decision-making ability:	Sound decision making with accuracy. Decisions normally have a noticeable effect department-wide and company-wide, and judgement errors can typically require one to two weeks to correct or reverse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	Valid Colorado Driver License with safe driving history	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Physical Demands

**LIFTING:** Does the job require weight to be lifted or force to be exerted? If so, how much and how often?

Weight	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OTHER PHYSICAL ACTIVITIES REQUIRED:** How much on the job time is spent performing the following?

Activities	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hands to finger, hands to feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## OTHER PHYSICAL ACTIVITIES REQUIREMENTS OR PHYSICAL DEMANDS:

Indoor/Outdoor:	Inside generally 100% - however, may include outside work on occasion.
Hazardous Materials or Noise:	The noise level in the work environment is usually moderate, but may be high at times due to vehicle and mechanical equipment noise.
Holidays/Weekends/Evenings:	20-28 hours per week. Monday-Thursday or Monday-Friday aligned with business office hours. Anticipated 9:00 a.m. – 3:00 p.m. time range. May require working evenings, weekends, and holidays with little advanced notice.
Equipment Used in Job:	Computer, telephone, 10-key, multiple screens, copier, fax, scanner, smartphone/mobile device

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Other:	No regular travel is required. Travel within the District during normal work day is required.
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**VISION:** Select the specific vision requirements for this job:

Close Vision: <input checked="" type="checkbox"/>	Distance Vision: <input checked="" type="checkbox"/>	Color Vision: <input checked="" type="checkbox"/>
Peripheral Vision: <input checked="" type="checkbox"/>	Depth Perception: <input checked="" type="checkbox"/>	Ability to adjust focus: <input checked="" type="checkbox"/>

HR Initials:	Amended Date:
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**ACKNOWLEDGEMENT:**

I acknowledge receipt of this job description. I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time. I understand that I have been hired at the will of the Eagle County Health Service District and my employment may be terminated at any time, with or without cause and with or without notice.

I have read and understand the above, and by my signature consent to these statements.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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