



# Northeast District Department of Health

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69 South Main Street, Unit 4, Brooklyn, CT 06234  
Phone 860-774-7350 / Fax 860-774-1308 / Web Site [www.nddh.org](http://www.nddh.org)

## **PUBLIC HEALTH ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

**POSITION SUMMARY:** Provide administrative support, prepare and distribute reports, correspondence and other forms of communication.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Reports and Record Keeping

- Transcribe and type correspondence
- Assist with file maintenance (both data and paper), making recommendations for improvements, assessing reliability, and functionality and conduct document destruction activities
- Collect and organize/analyze NDDH data for management reports as needed (including fairs, quality improvement, Board reports and annual reports)
- Prepare and distribute reports as needed including organizing and distributing NDDH Board of Health correspondence
- Design new forms as required by department

#### Administrative Support

- Assist Financial Manager with accounts receivable responsibilities
- In the absence of the Financial Manager, issue payroll
- Oversee vehicle maintenance to include record-keeping and scheduling maintenance
- Communications support: posting materials on website, routine website maintenance, and facilitating emergency/alert communications including maintenance of NDDH Contact lists
- Assist with data system management of the NDDH computer and data systems; liaison with IT contractor as needed.

#### General Responsibilities:

- Communicate in a professional manner
- Work with all staff in providing service to the public
- Other duties as assigned

**QUALIFICATIONS:** Minimum requirements include a high school diploma and five (5) years of increasingly responsible office administrative experience. An Associate Degree in Secretarial Science, Business Administration or a related field is preferred. Applicant must be a self-motivated, organized individual who has the ability to work independently and as part of a team. Knowledge of computers with Microsoft Office experience, specific to Word and Excel or similar programs is necessary as are strong verbal and written communications skills. Must demonstrate a willingness and ability to learn new

computer applications as needed. Individual must possess the ability to work cooperatively with other staff members, state agencies local officials, community organizations and the public.

**PHYSICAL DEMANDS AND REQUIREMENTS OF THE POSITION INCLUDE:**

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient to communicate effectively in person and over the phone.
- Visual ability sufficient to read typewritten documents, computer screen and to drive a car.

**WORKING CONDITIONS:**

- General office setting in NDDH facility.
- In the event of a public health emergency, employee may be assigned to work in a community setting including buildings, or the outside environment.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, heat, noise, wetness, humidity, vibration, sudden temperature changes, and poor illumination. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects, and other disease vectors, hazardous materials, chemicals and animals.
- In all settings, employee may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS MAY INCLUDE BUT IS NOT LIMITED TO:** Computer, FAX, copier/scanner, typewriter, staplers, hole punch, scissors and stamp machines

**REPORTS TO:** Director of Health

**DIRECTS WORK OF:** None

*The Northeast District Department of Health is an Affirmative Action/ Equal Opportunity Employer.  
Pre-Employment drug testing and Motor Vehicle Record release are required.*