

GRAYSON COUNTY

JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request assistance.

	Date Posted: July 16, 2024 Closing Date: Open Until Filled Positions Open: 1
Position:	Full-Time Grayson County Health Department (GCHD) Administrative Assistant
Department:	Health Department (Health Administration)
Salary Range:	\$47,000 – 57,000 (Depending Upon Qualifications)
Duties include, but are not limited to the following:	<p>Perform record keeping duties to ensure fiscal and administrative control of department activities, including but not limited to: detailed tracking of expenditures, verification and payment of invoices, prepare/review/process purchase order requests, verify requisitions, expense, and travel reports; ensure data accuracy and grant contract compliance. Monitor and maintain personnel time records, including daily attendance, leave requests, compile information and submit to requesting department managers and/or the human resource department. Perform moderate to complex administrative and technical duties, while providing general and clerical administrative support to relieve other team members as needed. Provide excellent customer service, including providing assistance by phone, email and/or in person. Provide information regarding policies and procedures to internal and external stakeholders; update division policies and procedures as directed. Maintain official documents, adhering to required retention schedules, and follow record destruction policies and procedures. Create, prepare, proofread, revise and maintain documents, spreadsheets and databases as needed. This position receives direction from assigned grant managers and the director. Exercise good judgment in an array of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. Manage sensitive matters with a high level of confidentiality and discretion. Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization. Provide regular feedback to director regarding the status of grant projects. Participate in Public Health Emergency Preparedness activities as needed/required. <i>Please note this job posting 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. Performs other duties as assigned.</i></p>
Qualifications and Requirements:	<p>Associate's or Bachelor's degree preferred. High school diploma or GED required. Must possess and be able to demonstrate advanced proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint). Ability to communicate effectively and professionally required. Bilingual preferred (Spanish/English). Experience billing Medicaid and Medicare claims, credentialing staff, billing insurance, and completing applications is preferred. Must have excellent typing and grammatical skills, cash/credit card-handling experience, and be proficient with the use of various types of office equipment. Must possess a professional demeanor coupled with good organizational skills. Valid driver's license and automobile liability insurance coverage required. If you possess college credits, please include a copy of your college transcript(s) with the application. Must pass a criminal background check, driving record check and drug screen.</p>
Hours:	Office/Clinic - 8:00 AM – 5:00 PM. Days and hours can vary based upon clinic schedules. Any disease outbreak response could affect normal schedules and require different hours.
Benefits:	Employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Use of personal vehicle reimbursed at a set rate.