HEALTH SERVICES ADMINISTRATIVE ASSISTANT
JOB #FCC878
$3,711 - $4,498 per Month
This is a classified position subject to a one-year probationary period.

DATE POSTED: October 28, 2014
CLOSING DATE: November 14, 2014
POSITION LOCATION: Fullerton College – Student Services/Health Services
SCHEDULED SHIFT: 8:30 a.m. – 5:00 p.m.; Monday, Wednesday, Thursday and Friday
10:00 a.m. – 6:30 p.m.; Tuesday
(Schedule and shift are subject to change in accordance with department needs).
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing a wide variety of complex and specialized administrative duties to support the office functions and efficient operation of a college Health Services Center. This position requires specialized knowledge in the health services area. Perform complex administrative duties independently in support of the health services center within established rules and regulations; organize and manage daily activities to assure efficient operations; provide information to departments, personnel, students and the public on the phone and in person; answer questions and resolve problems requiring judgment, knowledge and explanation of policies. Prepare and maintain medical charts in accordance with established procedures; contact appropriate personnel to assist with medical emergencies; process and review various accident reports for accuracy. Coordinate and facilitate special projects, such as receptions, facilities use and events; maintain calendar of activities; coordinate travel arrangements; approve, prepare and distribute promotional and informational materials; maintain current mailing lists. Monitor department expenditures and budgets; approve expenditures within established guidelines; assist with budget development and track status of budgets; maintain petty cash accounts; prepare requisitions for supplies and equipment; respond to inquiries regarding financial issues. Evaluate and process forms, verify data for accuracy, completeness and compliance within established procedures; enter data into computer system; monitor, calculate and submit time sheets; maintain confidential files and data. Type, compose and edit correspondence, memos, letters, agendas, reports, forms, records, and other information; prepare statistical information for use in reports; schedule appointments and meetings; attend meetings and transcribe and distribute minutes; initiate and answers telephone calls; screen and direct calls; greet visitors and direct to appropriate personnel; route and distribute incoming mail and other materials; prepare outgoing mail and packages. Maintain inventory of supplies and prepare purchase requisitions; track orders to assure delivery and payment. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND minimum two (2) years of increasingly responsible health services or medical office administrative experience; may be supplemented by applicable college courses.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; type at 55 wpm from clear copy*; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others. *Applicants selected for interview will be required to pass a typing test.

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies, and rules of assigned department or program; medical terminology and practices;
modern office practices, procedures and equipment; record-keeping techniques; basic bookkeeping procedures; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications.

**WORKING RELATIONSHIPS**
The Health Services Administrative Assistant maintains frequent contact with various District departments and personnel, faculty, students and the public.

**TRAINING REQUIREMENTS**
The following training must be completed after hire: Bloodborne Pathogens; CPR and First Aid Certification.

**DESIRABLE QUALIFICATIONS**
Previous experience working with electronic medical records (EMR); Demonstrate or provide evidence of the understanding of confidentiality of information in a medical/healthcare setting.

**WORKING CONDITIONS**
Medical office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

**APPLICATION PROCEDURE**

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<th>Applicants MUST submit the following items:</th>
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<tr>
<td>1) <strong>DISTRICT CLASSIFIED APPLICATION REQUIRED:</strong></td>
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<td>Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.</td>
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<tr>
<td>2) <strong>Cover letter and resume addressing job qualifications and responsibilities:</strong></td>
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<td>Cover letter and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.</td>
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Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job# FCC878, Health Services Administrative Assistant in all correspondence. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.**

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to: North Orange County Community College District Human Resources, 9th Floor 1830 West Romneya Drive Anaheim, CA 92801-1819

**APPLICATION DEADLINE**
Completed applications must be received in the Human Resources office on or before **November 14, 2014, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. **Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.**

All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). In some locations, may require special licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**