**Health Services Administrative Technician**

**Hiring Wage:** $14.14/hour  
**Status:** Part Time, No Benefits (19.5 hours/week)  
**Closing Date:** April 1, 2020 at midnight  
**Application Materials:** Apply online at [www.adacounty.id.gov/sheriff/careers](http://www.adacounty.id.gov/sheriff/careers)

**General Summary**  
Performs a variety of administrative duties in support of the operation of the Health Services Division; creates and maintains patient medical files and performs uploading of documents, scanning, scheduling, filing, and other administrative tasks. Position is located in the Ada County Sheriff’s Office, Jail Services Bureau, Health Services Division.

**Essential Functions**
- Maintains patient electronic medical files;
- Prepares statistical and narrative reports;
- Sorts, scans, and files materials;
- Assists supervisor, manager and/or billing service with accounts (e.g., A/R, A/P);
- Develops and/or edits documentation including charts, reports, transcriptions, etc.;
- Copies and/or distributes information by appropriate medium including mail, email, and fax;
- Locates documentation including files and records as needed;
- Answers telephone and gives general information in response to public or official inquiries; and
- Opens, distributes, and processes mail.

**Additional Functions**
- Serves as a receptionist, directing callers to the proper person or office and personally answering questions of a routine or general nature;
- Delivers and picks up documents and supplies offsite as necessary;
- As required, performs the duties of other secretarial and/or clerical positions;
- Assists with case management and discharge planning tasks as needed;
- Interacts with inmate/patients as needed to perform essential job functions; and
- Performs related duties as required.

**Job Requirements**
- Must possess a high school diploma or equivalent;
- Previous administrative support experience required;
- Working knowledge of medical terminology and practices preferred;
- Knowledge of business English grammar, spelling and punctuation, and arithmetic;
• Knowledge of modern office terminology, equipment, practices and procedures;
• Skill in the operation of standard personal computers, word processing, Excel, and the Internet;
• Ability to prepare accurate reports from statistical information;
• Ability to prepare effective correspondence on routine matters;
• Ability to maintain confidentiality;
• Ability to follow written and verbal instructions;
• Ability to learn the function and mission of the Sheriff’s Office;
• Ability to make decisions on routine matters in accordance with established policies;
• Ability to meet and deal effectively (usually on the telephone) with the general public;
• Ability to maintain clerical records;
• Ability to exercise tact and courtesy and work well with others;
• Ability to work safely in a secure environment.

OTHER REQUIREMENTS
• Must appear before an oral board and complete a polygraph and background investigation prior to entrance on duty;
• Must possess and maintain a current Idaho Driver’s License;
• This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS
• Work is performed in a correctional facility;
• The incumbent is subject to inside environmental conditions;
• Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER
To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.