

LIVE OAK COUNTY HEALTH DEPARTMENT

PO BOX 670

GEORGE WEST, TEXAS 78022

Re: Job Description for **Live Oak County Health Department Clerk**

This is a part-time position normally structured around office hours that are in place at the Live Oak County Courthouse. Occasionally the job will require extended scheduling including sometime on weekends and evening activities.

The position requires communication skills to communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take complaints and address said complaints or transfer to individual that can. This communication may be done through various mediums – verbal, written, use of email and computer, phone, and mail. This position requires you to answer telephones, direct calls, take messages and answer questions. Necessary skills include but are not limited to compiling, copy, sort and file records of office activities, business transactions, and other activities.

The Health Department Clerk must be able to operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers. Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer. Review files, records, and other documents to obtain information to respond to requests. This position requires that you work with privileged information and must comply with HIPAA rules and regulations and all other duties as assigned. Bilingual is a plus but is not required.

Job Activities for: Live Oak County Health Department Clerk

- 1) Interacting With Computers** -- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- 2) Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- 3) Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- 4) Performing Administrative Activities** -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- 5) Establishing and Maintaining Interpersonal Relationships** -- Developing constructive and

cooperative working relationships with others, and maintaining them over time.

6) Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

7) Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

8) Performing for or Working Directly with the Public -- Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

9) Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.

10) Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

11) Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.

Abilities Needed for: Live Oak County Health Department Clerk

1) Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

2) Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.

3) Speech Recognition -- The ability to identify and understand the speech of another person.

4) Speech Clarity -- The ability to speak clearly so others can understand you.

5) Written Comprehension -- The ability to read and understand information and ideas presented in writing.

6) Information Ordering -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

7) Selective Attention -- The ability to concentrate on a task over a period of time without being distracted.

Live Oak County Health Department Clerk

Live Oak County Health Department is accepting applications for the position of a full-time Clerk. Must be proficient in Microsoft Office Suite, mathematics and money calculations, customer and personal service, and clerical applications. Bilingual proficiency in English and Spanish is preferred.