



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT

"Caring For Our Communities"

APPLICATION PACKET,
POSITION ANNOUNCEMENT &
JOB DESCRIPTION
For

Bilingual Administrative Specialist II

Please return completed application
along with a resume to:

North Central Public Health District
Attention: Operations Manager
419 E. 7th Street, The Dalles, OR 97058

OR

By email to:
kates@ncphd.org

Application Deadline: May 14, 2024



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NORTH CENTRAL PUBLIC HEALTH DISTRICT
"Caring For Our Communities"

Job Description: Bilingual Administrative Specialist II

Our Vision

We lead and inspire our community in the creation of an equitable, safe, and healthy environment.

Mission Statement

Prevent, Promote, and Protect for a thriving community.

Values

As NCPHD staff we commit to guiding our decisions, behaviors, and relationships by these values:

- H – Healthy people and communities / Holistic approach
- E – Equity and social justice / Evidenced based
- A – Accountability and quality / Advocate, inform, educate
- L – Leadership and innovation / Leading the way in public health initiatives
- T – Trust and transparency / Trust through interactions with one another
- H – Humility and respect / Health and well-being of all people

Job Title:	Administrative Specialist II	Department:	Public Health
Reports To:	Operations Manager	Salary Grade:	5 (\$3,128.24-\$4,081.65 monthly)
FLSA Classification:	Non-Exempt	Revision Date:	April 2024

Summary:

Administrative Specialist II performs administrative support to program managers and leadership team. Will perform a wide variety of office duties such as minute-taking and transcribing, checking clients in and out for reproductive health clinic and Women, Infants & Children program (WIC), screening clients for program eligibility, and utilizes MS Office Suite to create and edit documents. Will provide interpreting for Spanish-speaking clients, bilingualism in Spanish is required, training will be provided to meet the requirements to become a Qualified or Certified Health Care Interpreter. Monthly stipends are provided to bilingual employees. Administrative Specialist II will be appointed as Deputy Registrar of Vital Statistics (birth and death certificates) for Wasco & Sherman Counties and through training will become a WIC Certified Clerk. This position requires extremely conscientious work organization, excellent communication skills, flexibility, and the ability to perform detailed follow-through. Regular attendance and punctuality are vital for this position.

Essential Functions:

- Performs front office duties such as check-in, check-out and scheduling appointments for WIC (Women, Infant & Children) and Reproductive Health clients.
- Screens clients for program eligibility for multiple programs.
- Responsible for scanning of medical health records.
- Offers necessary assistance to clients to receive other health department services.
- Transfers or refers incoming calls to proper sources; provide information requiring the interpretation of office or program policies and procedures in order to facilitate office operations or assist the general public.
- Understands and abides by confidentiality regulations.
- Deputy Registrar of Vital Statistics for Wasco and Sherman Counties (fulfills orders for birth and death certificates).
- Daily reconciliation of cash drawers.
- Processes incoming and outgoing mail.

- Will provide Spanish language interpretation and simple translation services as needed; training will be provided to meet the requirements to become a Qualified or Certified Health Care Interpreter.
- Provides clerical support to program managers, to include: collecting and presenting data, setting up documents and support in presentations, and creating fliers.
- Create, prepare, and proofreads a variety of documents and presentations using Excel, PowerPoint, Word, Publisher and/or other computer software.
- Maintains and manages departmental files.
- Assists with purchasing of office supplies.
- Must have regular and predictable attendance.
- Follows all health department policies, procedures, and work practices.
- Any employee may be required by their manager to perform other duties which may be necessary or desirable and for which the employee is qualified.
- Is to respond to a public health emergency as needed.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requirement: High School Diploma or GED. Desire two year degree and experience in a health related office setting.
- Requirement: excellent administrative and organizational skills; ability to work with minimum supervision in a fast paced office environment; advanced computer skills; proficient with Office Suite software packages and data entry; type 45 wpm.
- Requirement: Bilingual in Spanish
- Ability to: work with accuracy and efficiency; use multiline telephone, copier, fax, and other office equipment as needed; work well with diverse clientele.
- Regular and predictable attendance.

Work Environment:

The work environment and physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NCPHD values safety of all employees. All employees are to adhere to fundamental safety concepts that will help prevent injury and loss due to recognized hazards.

Specific Tasks Involved:

See essential functions.

Veteran's Preference:

If you are requesting Veteran's Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214/DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter along with your application.

Equal Employment Opportunity Employer:

North Central Public Health District is an Equal Employment Opportunity Employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.



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Human Resources
419 E. 7th Street
The Dalles, OR 97058
541.506.2626
541.506.2601 FAX

North Central Public Health District APPLICATION FOR EMPLOYMENT

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

(Application must be completed in full even if attaching a résumé.)

Position Applied for _____ Date of Application _____

PLEASE PRINT USING BALLPOINT PEN

PERSONAL

FULL NAME	FIRST	MIDDLE	LAST		E-mail	
PRESENT ADDRESS	STREET	CITY	STATE	ZIP	HOW LONG	
PHONE NUMBER	HOME PHONE	WORK PHONE	MESSAGE			
PREVIOUS ADDRESS	STREET	CITY	STATE	ZIP	HOW LONG	

Are you over the age of 18 (please circle)? YES/NO

Have you ever worked for NCPHD (please circle)? YES/NO

If yes, what department? _____ Approximate Date (Mo/Yr.): _____

EDUCATION / QUALIFICATIONS

TYPE	NAME OF SCHOOL	LOCATION (CITY, STATE)	AREA OF CONCENTRATION (MAJOR)	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE	DIPLOMA, DEGREE OR CERTIFICATE RECEIVED
				1	2	3	4		
HIGH SCHOOL									
COLLEGE									
OTHER EDUCATION									
OTHER EDUCATION									
SPECIAL SCHOOL OR TRAINING:								TYPING WPM	
DID OUR SERVE IN THE ARMED SERVICES? (please circle)? YES/NO IF YES, WHAT BRANCH: _____									
IF YOU SERVED IN THE MILITARY YOU MAY BE ELIGIBLE FOR PREFERENCE IN EMPLOYMENT, PLEASE SEE ATTACHMENT FOR "VETERANS' PREFERENCE" WHICH OUTLINES THE STEPS FOR CONSIDERATION.									
IF YES, BRIEFLY DESCRIBE DUTIES AND SKILLS ACQUIRED IN THE SERVICE (INCLUDE DATES)									
COMPUTER PROGRAMS USED:					FOREIGN LANGUAGE(S) (please list fluency in reading, writing or speaking):				
WITHIN YOUR FIELD ARE YOU CURRENTLY: <input type="checkbox"/> REGISTERED <input type="checkbox"/> LICENSED <input type="checkbox"/> CERTIFIED									
OR ELIGIBLE FOR: <input type="checkbox"/> REGISTRATION <input type="checkbox"/> LICENSURE <input type="checkbox"/> CERTIFICATION									
IF YES, TYPE? STATE OR NATIONAL NO. DATE EXPIRES									

AVAILABILITY

PLEASE CHECK SCHEDULE AVAILABILITY:

I am available to work FULL-TIME (37.5 hours) I am available to work PART-TIME. Date available to work: _____

Hours Available	Monday : - :	Tuesday : - :	Wednesday : - :	Thursday : - :	Friday : - :	Saturday : - :	Sunday : - :
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EMPLOYMENT EXPERIENCE

PRESENT AND FORMER EMPLOYERS	DATES EMPLOYED	POSITION AND DUTIES
NAME _____	FROM _____	
ADDRESS _____		
CITY _____ STATE _____ ZIP _____	TO _____	
SUPERVISOR'S NAME _____ PHONE _____		

MAY WE CONTACT? YES NO REASON FOR LEAVING: _____

NAME _____	FROM _____	
ADDRESS _____		
CITY _____ STATE _____ ZIP _____	TO _____	
SUPERVISOR'S NAME _____ PHONE _____		

MAY WE CONTACT? YES NO REASON FOR LEAVING: _____

NAME _____	FROM _____	
ADDRESS _____		
CITY _____ STATE _____ ZIP _____	TO _____	
SUPERVISOR'S NAME _____ PHONE _____		

MAY WE CONTACT? YES NO REASON FOR LEAVING: _____

NAME _____	FROM _____	
ADDRESS _____		
CITY _____ STATE _____ ZIP _____	TO _____	
SUPERVISOR'S NAME _____ PHONE _____		

MAY WE CONTACT? YES NO REASON FOR LEAVING: _____

LIST PERIODS OF UNEMPLOYMENT OF MORE THAN 30 DAYS AND EXPLAIN: _____

APPLICANT STATEMENT

I understand that my employment will be and may be terminated by me or NCPHD at any time for any cause or no cause. I understand and agree that, except as provided above, all benefits, programs, rules and policies of NCPHD are subject to exceptions or change at any time as decided by NCPHD.

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false, misleading answer or statement will be sufficient grounds for immediate dismissal at any time. NCPHD is hereby authorized to contact my present and past employers and references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills and performance. I hereby release NCPHD as well as those contacted by NCPHD from any liability or damage which may result from furnishing the information requested. NCPHD may make copies of this authorization available to those contacted.

This company is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state or local law. Please let us know if you need accommodations. I understand that the NCPHD requires the successful completion of a background check as a condition of employment for identified safety sensitive positions. By submitting this Application for Employment, I hereby consent to said test, at the NCPHD's discretion.

NCPHD complies with federal law regarding legal authorization to reside and work in the United States. A successful applicant must produce two forms of identification showing their ability to live and work in the United States within the first 4 days of employment.

Applicant's signature is required to process application. Signature _____ Date ____/____/____

NOTE: Applications and/or resués cannot be returned. NCPHD cannot make copies. Please make necessary copies before submitting. An application is required for each position for which you wish to be considered.