



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Administrative Aide

**LOCATION:** Park View Health Center

**HIRING RANGE:** \$15.31 - \$16.87/Hr.

**STATUS:** PT 10%

**WORK HOURS:** 8:00 am – 4:00 pm, Saturday and Sunday, two days per month

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Administrative Aide

**DEPARTMENT:** Park View Health Center

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Provides residents, staff, and the public with an efficient clerical and communication service on weekends. Helps maintain a safe and pleasant environment for residents, visitors and staff. Assists multiple departments with clerical assignments, mailing, sorting, distributing residents' mail and filing.

### **ESSENTIAL FUNCTIONS:**

1. Operates the telephone console to monitor and direct all incoming and internal calls. Greets visitors and provides information.
2. Receives, sorts and distributes residents' newspapers, as well as official and personal mail. Delivers residents' weekend mail and newspapers to each neighborhood staff office.
3. Performs a variety of clerical functions such as typing on a computer, faxing, photocopying, transcribing and sorting.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Distributes residents' weekend monies and sells guest/visitor meal tickets.
2. Provides facility tours on weekends to families.
3. Maintains proper inventory level of supplies for workroom.
4. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to Financial Service Manager.
2. Works with all departments within the facility, residents and families.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school graduation or equivalency.
2. Good working knowledge and/or experience in office practices and procedures.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to deal effectively and cordially with residents, staff and the public.
2. Ability to establish and maintain good working relationships with coworkers and staff from other departments.
3. Ability to work under minimal supervision and demonstrate independent judgment and critical thinking skills.
4. Ability to operate a variety of office equipment, including fax and copy machine.
5. Strong written and verbal communication skills including listening skills.
6. Computer skills including Microsoft Office applications and ability to learn and use software.

### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.