

**Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County
Position Description**

Job Title:	Administrative Assistant II	Reports To:	Chief Financial Officer, Chief of External Affairs, and Chief Quality Officer
Department:	Finance, External Affairs, and QI/Evaluation & Research	FLSA Status:	Non-Exempt
Date:	09-28-17	Salary Grade:	9
Approved By:	Chief Executive Officer	NBU/BU Status:	Bargaining Unit

PURPOSE

Under the supervision of the Chief Financial Officer, Chief of External Affairs and Chief Quality Officer, performs administrative and secretarial duties including, but not limited to, typing, photocopying, faxing, appointment-setting, and filing involving the use of Microsoft Office and other software programs to support work of the Finance, IT, Claims, External Affairs, Training and QI/Evaluation & Research Staff. Periodic support for the Chief Clinical Officer. Provides support with respect to budgeting, accounting, and bookkeeping processes, as well as functions related to the overall operations of the agency; External Affairs functions and activities, Crisis Intervention Training (CIT) and other law enforcement training, and Training Institute and system-wide Training; the civil commitment process and reportable incidents in accordance with Ohio law and state regulations. Provides assistance to the supervisors and departmental staff in carrying out day to day tasks. Maintains information in accordance with applicable rules and procedures regarding confidentiality.

DUTIES AND RESPONSIBILITIES

1. Produces reports, spreadsheets, manuals, correspondence, conference literature and packets, and other information using appropriate software, stored information, and rough drafts of materials.
2. Assists staff in typing of written work, composes correspondence, proofs work, and returns completed materials to originator in a timely way.
3. Maintains efficient records including, but not limited to, computer files, databases, and information related to departmental projects, such as Probate, Reportable Incidents reporting, CIT trainings, ACT, MCT, NBH Wait List, Daily Census CSU, Respite, etc.
4. Attends day and periodic evening meetings as requested. Takes minutes of departmental inside and outside committee meetings, assembles completed minutes, and distributes via email and or regular mail to attendees. Assembles additional written materials and agendas as requested.
5. Assists in the administrative aspects of the billing process including copying routine documentation and filing of financial reports. May be required to pick up checks as needed.
6. Assists the Chief Financial Officer on all building maintenance and janitorial related issues. Assists in the coordination of maintenance services with Building Management and/or hired maintenance contractors; may provide all staff communication on related issues.

7. Assists in ordering/maintaining inventory/disposing of furniture and equipment as required. Coordinates move of office furniture and equipment as needed.
8. Serves as liaison support for the administrative office building's security guards and equipment.
9. Assists in all areas of External Affairs and Training including, but not limited to, workshop scheduling, registrations, issuing CIT confirmations, collecting/processing payments, workshop staffing, maintaining attendance records, reporting before, during and after trainings, and tracking completed requirements and earned CEU/RCH credits.
10. Assists in preparation and emailing and/or mailing of CEU/RCH credits as needed, as well as entering training sessions, workshop description, and evaluations in a database.
11. Assists in the organization and set-up of day and evening/weekend meetings and special events including, but not limited to, the ADAMHS Board Annual Meeting, Recovery Conference, CIT trainings, display booths, fundraising events, levy activities, etc.
12. Assists in the scheduling of hearings with Probate Court and area hospitals and assigns contract attorneys to the hearings, including Assisted Outpatient Treatment (AOT) referrals and commitments. When applicable, also assigns contract nurses to do assessments at the private hospitals. Records dates of hearings and nursing assessments in log books.
 - Organizes the records of persons committed to the ADAMHS Board and other records which are communicated to the ADAMHS Board regarding clinical care of specific individuals.
 - Ensures that all appropriate correspondence regarding Probate actions are completed and submitted, and copies maintained in appropriate files.
 - Reviews and enters Probate data into ADAMHS Board's reporting system, including all appropriate information from Cuyahoga County Probate Court, hospitals, and contract attorneys.
13. Creates/updates current ADAMHS Board email/ mailing lists.
14. Assists in the preparation and distribution of resource material and other information.
15. Assists in scheduling and planning of meetings with provider agencies and other entities. Schedules appointments, reservations and meetings, as directed.
16. Assists in the coordination of travel arrangements, conference registration and expense reimbursement.
17. Photocopies all materials as needed.
18. Orders and distributes office supplies to Departmental staff and maintains inventory of materials. Assists staff in processing purchase orders/check requests for meetings/conferences and trainings.
19. Provides back up support as assigned, including backup support for the Receptionist.
20. Participates as member in all assigned work teams or committees.

21. Corresponds with records retention organization for pickup and delivery of documents in accordance with ADAMHS Board policy.
22. Maintains ADAMHS Board official stationery, ordering replacement when necessary. Official stationery includes, but is not limited to: letterhead, envelopes, HIPAA Privacy Notices, business cards, and any additional requests as necessary. Place order for copy paper when necessary.
23. Handles U.S. and inter-office mail distribution. Assembles mass mailings.
24. Maintains current knowledge of software upgrades.
25. Performs special projects as needed or assigned.
26. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or equivalent with proficiency in computer skills, typing, word processing and use of office machines (faxes, copier, printers, etc.).

Five years of office experience.

Must to be proficient in Microsoft Office.

Must be able to demonstrate professional and courteous telephone and receptionist skills.

Must be able to enter data into electronic information systems.

Ability to take minutes of meetings. Experience in transcribing from dictation equipment.

Must be able to attend evening/weekend meetings and events as requested.

Ability to handle multiple tasks. Ability to proofread for detail and accuracy of content and form.

Must have strong interpersonal skills, verbal and written communication skills.

PREFERRED QUALIFICATIONS

Associates Degree in Medical/Secretarial Science.

Short hand or speed writing experience.

PHYSICAL DEMANDS

Traditional office position which may require ability to use and operate office equipment and machines such as computer, telephone, fax machine, copy machine, adding machine and other equipment required to successfully perform the essential duties of this position.

WORKING CONDITIONS

No adverse working conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change in accordance with the needs of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

EMPLOYEE ACKNOWLEDGMENT

I have read this position description and discussed it with my supervisor.

Employee

Date

Supervisor

Date