

ADMINISTRATIVE ASSISTANT I – COVID-19**DEFINITION:**

Under general supervision of the Director of Human Resources or the Director of Health and Wellness, the administrative assistant will facilitate and administer COVID-19 protocols and procedures as well as perform a wide variety of secretarial work and to do related work as required by department.

QUALIFICATIONS:**Knowledge of:**

- Personal computers and related software, i.e. word processing and spreadsheets
- Modern office methods, practices and procedures, including filing systems, telephone techniques, letter and report writing; correct English usage, spelling, grammar and punctuation
- Basic mathematical skills

Ability to:

- Learn, interpret, and apply public health and school district policies, laws, rules and regulations
- Learn and maintain proficiency on computer and related equipment and software
- Perform responsible clerical work with speed and accuracy
- Meet the public tactfully and courteously and answer questions in person or over the telephone
- Understand and carry out oral and written directions
- Type at a speed of not less than 45 words per minute from clear copy

Experience and Education:

- Equivalent to completion of the twelfth grade
- Two years of responsible and varied typing and clerical experience requiring some contact with the public

DISTINGUISHING CHARACTERISTICS:

The primary responsibility of this position will be assisting the Department of Human Resources, the Department of Health and Wellness, the Director of Human Resources, the Director of Health and Wellness, School Nurses, School Health Assistants, and the COVID-19 Health Clerks by facilitating and administering protocols such as contact tracing, recording vaccination information, and facilitating testing for COVID-19.

Other important responsibilities are to communicate with staff, ask questions, track data, assist with dashboard updates, make suggestions, work as a team member, and keep staff and the community informed.

ESSENTIAL FUNCTIONS:

- Maintain awareness of current policies, guidelines, and procedures issued by the Center for Disease Control (CDC); California Department of Public Health (CDPH); California Division of Safety and Health (Cal/OSHA); Sacramento County Department of Public Health (SCPH); and Folsom Cordova Unified School District Board, Department of Health and Wellness, and Department of Human Resources, related to COVID-19 and communicate policies and procedures to staff and families.
- Initiate and maintain and support site staff with student and staff records including vaccinations, COVID-19 quarantine and Leave, and parent consent forms as appropriate for each department.
- Assist staff and students in recording vaccination status as appropriate for each department.
- Interact professionally and confidentially with students, parents, staff, and public
- Assist site COVID-19 Clerks with documentation of student health office visits, isolation room visits, and contact tracing documentation
- Follow district and health department procedures for contact tracing
- Complete Medi-Cal billing forms send to Health Services when completed
- Assist Health Clerks with inventory and order of supplies, COVID-19 tests, and health office forms as needed or as requested
- Compile data and prepares reports as requested
- Collects data from office records for use by supervisor; checks reports, records and other data for accuracy

ADMINISTRATIVE ASSISTANT I – COVID-19**PHYSICAL REQUIREMENTS:**

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.