Administrative Clerk (PT)
Job Description

Department: Public Health
FLSA Designation: Non-Exempt
Grade: 6
Reports to: Assistant Director
HR Approved: Lisa Seddon September 2026

Job Summary
Provides organized, accurate, and timely administrative and financial support to the department. Assists with daily office operations, financial recordkeeping, billing, and other administrative functions to support the department's efficient and effective operation.

Essential Functions and Responsibilities
The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs organizational and administrative tasks to support efficient office operations.

Provides backup support for the receptionist, including answering phones, greeting visitors, directing inquiries, and preparing mail.

Prepares and processes client billing accurately and in a timely manner.

Prepares and maintains monthly billing reports accurately and timely completion.

Enters and maintains financial data in QuickBooks, ensuring information is accurate and up to date.

Coordinates travel arrangements and conference registrations, including transportation, lodging, and registration details.

Assists with special projects and other duties as assigned.

Required Education and/or Experience
High school education or G.E.D. and four to six months of related experience or training; or equivalent combination of education and experience.

Preferred Education and/or Experience

High school education or G.E.D. and seven to twelve months of related experience or training; or equivalent combination of education and experience. Office experience.

Certificates, Licenses, Registrations

- Valid Iowa Driver's License
- NIMS Compliance (must obtain within six months of hire)
- First Aid/CPR/AED
- Mandatory Child and Adult Reporting
- HIPAA and BBP
- Ability to pass a background check

Knowledge, Skills, and Abilities to Perform Essential Functions

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management and board members.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Supervision

No supervision of direct reports.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

_____

Employee Signature Date

_____

Department Head Signature Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will consider reasonable accommodations to perform essential functions and responsibilities for this position for qualified individuals with disabilities. Marion County encourages prospective employees and incumbents to discuss potential accommodations with the Employer.