

Rockingham County
Department of Human Resources

Career Opportunity



Position Title: Office Administrator

Salary Range: **\$20.74 – \$28.78**
Dependent upon Experience

Department: Rockingham County Rehabilitation & Nursing Center

Posted: 12/19/2018
Closing: Until Filled

Status/Shift: Full Time, Day Shift

Purpose/Scope:

Directs the day to day office administrative assistant staff support functions for the non-clinical aspects of the nursing department; assists in the development and implementation of office protocol; streamlines administrative procedures, task delegation and long range planning. Manages and oversees the processing of the biweekly payroll for all nursing department personnel under the direction of the Director of Nursing.

Essential Job Functions:

- Supervises & support administrative assistants to ensure work tasks and duties are completed.
- Creates and updates records and databases with personnel, financial and other data.
- Maintains confidentiality regarding sensitive county and departmental information.
- Maintains filing and other office systems.
- Manages all aspects of electronic timecard administration ensuring an accurate biweekly submission of the Nursing Departments electronic timekeeping punches occurs.
- Reconciles any and all time card errors; missing punches, time off requests, shift changes.
- Obtains necessary sign-offs from nursing department staff on corrections/revisions made to an employee's electronic punch.
- Processes final timekeeping submission for approval and submits department's biweekly time records to the Payroll Department for processing.
- Inputs and activates new hire schedules into electronic time keeping system.
- Prepares employee evaluation packets for distribution; tracks for timely completion.

Knowledge, Skills, and Abilities Required:

- Knowledge of office procedures & basic accounting practices including budget experience.
- 3 to 5 years related experience in a Long Term Care environment;
- At least 2 years of experience effectively managing individuals or comparable experience.
- Computer proficiency skills with Microsoft Office applications & electronic payroll software systems.
- Must have good interpersonal relations with proven communication skills, both verbal and written.
- Leadership & strong organizational skills with the ability to make independent decisions.

Submission Requirements: Employment application and resume required.

Apply to: Human Resources Department

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833

Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.