

**Rockingham County**  
**Department of Human Resources**

**Career Opportunity**



Position Title: Administrative Assistant

Salary Range: **\$14.18 - \$19.63**  
Dependent upon Experience

Department: Skilled Rehabilitation Unit Manager

Status/Shift: Non-Exempt, 8:00 am – 4:00 pm

Posted: 05/17/2019  
Closing: Until Filled

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**Purpose/Scope:**

Serve as an integral part of the workflow for the unit nursing station and provide a wide range of clerical duties for the Skilled Rehabilitation Unit Manager, staff, physicians and clients.

**Essential Job Functions:**

- Serves as an integral part of the workflow for the unit nursing station.
- Performs general clerical duties such as faxing, scanning, typing, copying and filing.
- Maintains and updates department forms including daily census, room changes, admissions and discharges.
- Participates and assists with special projects as identified & directed by the Skilled Rehabilitation Unit Manager.
- Arrange transportation for client consultations.
- Answers telephones, redirects as needed and provides callers with requested information or refers to appropriate personnel promptly and courteously.
- Maintains accurate client packets for rehabilitation admissions and physician appointments.
- Sort and deliver client and in-house mail.
- Performs clerical work for admissions, transfer and discharge of clients according to established standards.
- Arranges transportation for client consultations.
- Orders and maintains adequate office supplies.
- Other administrative duties.
- Promotes quality customer service, the mission, vision, and values of the facility.
- Assures courteous treatment of residents, families, staff and visitors.

**Knowledge, Skills, and Abilities Required:**

High School Diploma or GED.

3 to 5 years of related office experience

Intermediate computer proficiency skills with Microsoft Office applications & electronic payroll software systems.

Strong organizational and interpersonal skills required

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**Submission Requirements:** Employment application required. Resume and cover letter optional.

**Apply to:** Human Resources Department

**Email:** [careers@co.rockingham.nh.us](mailto:careers@co.rockingham.nh.us)

***EQUAL EMPLOYMENT OPPORTUNITY***

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

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](http://rockinghamcountynh.org/careers)

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