



**MARION COUNTY**  
invites applications for the position of:  
**Department Specialist 2**  
**Mid-Valley Behavioral Care Network**  
**(MVBCN)**

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**SALARY:** \$14.84 - \$19.84 Hourly

**OPENING DATE:** 10/06/17

**CLOSING DATE:** 10/23/17 11:59 PM

**THE POSITION:**



**GENERAL STATEMENT OF DUTIES**

Independently performs a variety of responsible administrative support activities to promote and maintain effective program services, according to established practice and procedures; performs related work as required.

**SUPERVISION RECEIVED**

Works under the general supervision of a higher level administrative or professional employee, who assigns work, sets goals and reviews work for accuracy, completeness and compliance with department and program policies and goals.

**SUPERVISION EXERCISED**

Supervision of other employees is not a responsibility of positions in this classification; however, may provide training and give instruction to volunteers, interns, and other office staff.

**TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

**General support to BCN operations**

- Greets and directs visitors and provides information as needed
- Receives and transfers business calls as appropriate using a multiple-line phone system and voice mail
- Manages general office voicemail box
- Prepares and sorts daily mail
- Updates e-mail lists, electronic fax numbers, and postage meter
- Sorts incoming electronic faxes to appropriate staff folders as needed
- Tracks and stocks inventory of office supplies and refreshments
- Tracks and stocks conference room supplies
- Serves as agency safety representative; prepares and updates safety procedures

manual; trains staff on new and/or revised procedures; maintains current CPR/AED and first aid cards.

- Prepares and/or copies documents as requested
- Prepares and updates desk manual explaining duties and procedures for this position
- Participates in trainings related to agency operations
- Assists in preparation and administration of annual consumer satisfaction survey
- Serves as contact for delegated building issues and copier/printer maintenance
- Provides other support for agency administrative and operations projects as requested

### **Website and Social Media support**

- Updates BCN's website
- Posts timely information on BCN social media (Facebook, Twitter, etc.)
- Solicits articles and other relevant materials for website from internal staff and external partners
- Works with website designer to embed videos and other multi-media
- Provides additional support for website and social media as requested

### **BCN Meeting Support**

- Makes conference room reservations for BCN meetings using internal and external resources
- Prepares meeting rooms, sets up needed equipment, orders catering (when approved), cleans rooms after meetings
- Prepares and distributes advance materials as requested
- Records, prepares, and distributes meeting minutes
- Keeps committee rosters and e-mail groups of current members, sends meeting reminders, and requests for agenda items
- Provides additional meeting support as requested

### **Training Support**

- Arranges logistics for trainings, including, but not limited to arranging and confirming venue, catering, arranging for needed equipment, assures room set-up,
- Receives, tracks, copies, and collates hand-outs and training materials as requested
- Builds training registrations using online software, monitors registration deadlines, attendees, and progress and makes changes as requested
- Responds to questions related to trainings
- Provides additional training support as requested

### **Other Responsibilities**

- Establishes and maintains positive and professional working relationships with co-workers, customers, and other agencies; performs effectively on teams
- Maintains punctual and regular work attendance
- Complies with MVBCN and Marion County policies, procedures, and regulations
- Complies with MVBCN, State, and Federal policies, procedures, and regulations on patient and employee confidentiality
- Participates in employee training and orientation
- Provides training to co-workers as requested
- Maintains current Oregon driver's license and acceptable driving record (or see next)

what is this?

- Is able and willing to drive own motor vehicle or arrange reliable, alternate transportation
- Uses Windows-based desktop and portable computers with Microsoft Office programs (i.e., Access, Excel, Internet-based search Outlook, PowerPoint, and Word) and other computer programs to carry out job responsibilities

## **REQUIREMENTS FOR THE POSITION: MINIMUM QUALIFICATIONS**

1. Graduation from high school and one year of general office experience; OR
2. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

## **NECESSARY SPECIAL REQUIREMENTS**

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- Applicants may be required to pass an assessment of job-related skills in order to qualify for interview. Selected applicants will be contacted for an appointment to participate in the assessment.
- This position may be subject to the following: Must not be excluded from participation in the federal health care programs (Medicaid, Medicare and other federally funded programs that provide health benefits); AND must not be excluded from participating in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).
- The finalist for this position may be required to pass a criminal history background check, however conviction of a crime may not necessarily disqualify an individual for this position.
- This position is represented by a union.
- This is a full-time position, which is eligible for overtime.
- Typical Work Schedule: Monday through Friday, 8:00 AM - 5:00 PM, with flexibility depending upon the needs of the department and program.

## **KNOWLEDGE, SKILL AND ABILITY**

Knowledge of: modern office practices, procedures and techniques; arithmetic and general record keeping/bookkeeping practices; modern office equipment and machinery and their intended use; a variety of computer systems and software; and basic knowledge of English composition, spelling and grammar.

Skill and ability to: types at an acceptable rate of speed; access and use various computer systems and software; accurately and effectively perform the various assigned tasks and duties following general procedure and program policies; meet and assist clients, staff, and the general public in a courteous, professional manner; understand and effectively follow oral and written instructions, communication, and procedures; apply newly assigned procedures and practices to specific work assignments; and provide backup to other positions as needed.

**BEHAVIORAL EXPECTATIONS**

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; complies with MVBCN and county policies, procedures and regulations; participates in employee training and orientation; provides training to co-workers as requested; maintains required licenses, certifications and credentials as required by the position; performs duties outlined in the Essential Job Functions.

**PHYSICAL REQUIREMENTS**

Operates a motor vehicle; sees using depth perception; stands; sits; moves about the work area; bends forward; climbs 1 flight of stairs; crawls, lifts and carries up to 5 lbs.; moves carts weighing up to 20 lbs.; reaches overhead; operates a keyboard; speaks clearly and audibly; reads a 12 pt. font; distinguishes colors, hears a normal speech level; uses office chemicals such as toner.

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EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.marion.or.us/BS/HR/Pages/jobs.aspx>

Position #011-2017-3  
DEPARTMENT SPECIALIST 2 - MID-VALLEY BEHAVIORAL  
CARE NETWORK  
JL

PO BOX 14500  
Salem, OR 97309  
(503) 566-3949

[humanresources@co.marion.or.us](mailto:humanresources@co.marion.or.us)

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## Department Specialist 2 - Mid-Valley Behavioral Care Network Supplemental Questionnaire

- \* 1. In order to receive credit for your supplemental questions, your answers must be supported by details in the education and/or work experience section of your application form. Do you understand this statement?
- Yes  
 No
- \* 2. What is the highest level of education you have successfully completed?
- GED  
 High school  
 At least 1 year of college (31 semester or 45 quarter credits)  
 Associate degree (62 semester or 90 quarter credits)  
 At least 3 years of college (93 semester or 135 quarter credits)  
 Bachelor's degree (124 semester or 180 quarter credits)  
 Master's degree (155 semester or 225 quarter credits)  
 Doctorate degree (186 semester or 270 quarter credits)  
 None of the above
- \* 3. Indicate area of study for college education.
- Business Administration  
 Public Administration  
 Business Management  
 An area of study related to Business Administration, Public Administration, or Business Management (specify below)  
 None of the above
- \* 4. Please specify where you gained the education level listed above. Include school name, area of study, number of credits earned, and whether they were semester or quarter credits. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.
- \* 5. Indicate how many years of full-time general office work experience you have. (One year of work experience is equal to 2080 hours.)
- Less than 1 year  
 1 year to less than 2 years  
 2 years to less than 3 years  
 3 years to less than 4 years  
 4 years to less than 5 years  
 5 years to less than 6 years  
 6 years to less than 7 years  
 7 years to less than 8 years  
 8 years to less than 9 years  
 9 years to less than 10 years  
 10 years or more  
 None of the above
- \* 6. Please specify where you gained the work experience listed above. Include place of employment, the number of hours worked per week, and length of employment. Write NA

in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.

- \* 7. Indicate areas in which you have at least 1 year of work experience. (One year of work experience is equal to 2080 hours.) Experience listed in this answer must be supported by the education and/or work experience in your application.

- Answering phones
- Greeting and assisting walk-in customers
- Creating and/or editing documents in Microsoft Word or similar software
- Creating and/or editing spreadsheets in Microsoft Excel or similar software
- Entering information into a database
- Retrieving information from a database
- Opening and/or distributing mail
- Maintaining electronic files
- Maintaining paper files
- Scanning paper files into an electronic system
- Drafting correspondence
- None of the above

- \* 8. Select the computer software with which you are proficient and with which you have at least 1 year of full-time work experience.

- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Groupwise E-mail
- Groupwise Calendar
- Laserfiche
- Other (Specify in next question)
- None of the above

- \* 9. List any software (not listed in the previous question) with which you are proficient and have at least 1 year of full-time work experience. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.

- \* Required Question