



North Central District Health Department

☐ Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188

☐ Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531

☐ Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034

☐ Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

Receptionist/Secretary Job Description

General Statement of Duties:

A responsible, confidential position involving a variety of administrative tasks related to the day to day operation of the agency, primarily serving as receptionist at main office front desk.

Essential Job Functions:

- Answer and forward phone calls at front desk.
- Assist constituents at front desk-provide application forms or receive applications and receipt payments.
- Open and date stamp mail; distribute mail.
- Type and stamp envelopes to be mailed.
- Maintain general office files. Perform filing as directed.
- Data entry as required.
- Assist with office supply inventory.
- Assist with supply orders.
- Participate in development of office procedures.
- General office tasks as assigned.
- Perform assigned role in the event of a public health emergency.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the job. While performing the duties of this job, the employee is frequently required to concentrate on fine detail with constant interruption and perform filing as needed.

Minimum Qualifications:

Minimum high school diploma, some college or secretarial school is preferred. Oral and written communication skills and ability to work in fast-paced office is critical. Minimum 2+ years of office experience and competent with basic math. Must have a valid driver's license.

The North Central District Health Department is an Affirmative Action/Equal Opportunity Employer.