



STATE OF COLORADO
invites applications for the position of:

Administrative Assistant II - Part Time - Dental Hygiene at CNCC, Rangely

The primary duties of this position are located within 30 miles of the state border; therefore, this position is exempt from the residency requirements. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: ADMINISTRATIVE ASSISTANT II

LOCATION: Rio Blanco County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Northwestern Community College, 500 Kennedy Drive, Rangely, CO 81648

SALARY: \$16.70 - \$20.23 Hourly

HIRING PAY RATE: Although a range is listed, new hires are typically hired at range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 04/23/21

CLOSING DATE: 04/30/21 04:00 PM

JOB TYPE: Part Time

THIS PART-TIME POSITION IS EXPECTED TO WORK THE FOLLOWING NUMBER OF HOURS PER WEEK:

This part-time position typically works 30 hours per week. Monday - Thursday hours between 8:00 a.m. - 5:00 p.m. with occasional Fridays during the Fall and Spring semesters. During the Summer semester, typical hours are Monday 8:00 a.m. - 5:00 p.m., Tuesdays as needed, Wednesday 8:00 a.m. - 5:00 p.m., Thursdays as needed. Position will require occasional Fridays and Saturdays. The ability to be flexible according to the department's needs is required.

DEPARTMENT INFORMATION:

GJT-004051-04/21

You will admire the friendly culture at Colorado Northwestern Community College and be inspired by our team environment and dedicated employees. Additionally, we offer:

- Generous annual and sick leave benefits; our employees stay because of the work/life balance they are able to obtain here.
- Attractive health, dental, vision, life, and flexible savings options; we will also help you build your retirement savings via our defined benefit or defined contribution plans.
- An opportunity to become a lifelong-learner and enjoy considerable savings for the college education of your dependents through our tuition reimbursement program.

DESCRIPTION OF JOB:

Duties: This part-time position is located in Dental Hygiene and reports to the Director. Primary duties and responsibilities include: provide administrative assistance to the department, insure paperwork is in proper order, monitor patient check-in, organize and prepare completed applications by pre-dental hygiene students. Position will make appointments for students and patient clinics, audit charts and archive old patient charts, make new patient charts, and data entry. Answer and return patient phone calls, relay messages to students regarding patient appointments, confirm appointments and post student duties and schedules in the Dentrix software, and post grades for students in Degree Works. Schedule facilities and meetings, receive clinic fees and deposit clinic production. Position will assist the Director with the department budget and maintain and update clinical forms. Inform potential students as to acceptance status by mailing out student letters, submit the annual CODA report, retrieve mail from the campus mailroom and distribute to department faculty. Position will prepare, type, attend, and transcribe agendas and minutes of department meetings, maintain general office record systems and processes, assist students with completing forms and documents, train students in the use of Dentrix, patient processing procedures, forms and reports. Utilize office equipment to include copiers, fax machines, computer and printers. Make classroom material copies for instructors and assist with proctoring exams as needed. Review existing computerized record-keeping procedures, identify problems and suggest changes. Other duties as assigned by the Director. Position utilizes a variety of software to include Microsoft Office programs including Word for student correspondence, minutes, etc., Excel to track applications to the program, inventory, expenditures, etc. and Outlook for appointments. Proficiency with these systems will be a critical component in performing daily duties. Banner, Dentrix scheduling system and Degree Works are also utilized.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications: Two years of clerical experience related to the work assigned to the position, which must include knowledge/background working in a dental office due to the volume in the office limiting time for training. Must also have experience utilizing a scheduling system, preferably Dentrix software. In order to be considered for this position, your clerical experience, including dental office background and scheduling system software must be documented on your application. Computer literacy is a must. Candidate must have experience providing customer service and interfacing with a variety of people from many levels within the organization. **Do not use "see resume" statements on application. Your application must be completed in its entirety. Part-time experience will be pro-rated.**

Substitutions: College, university or non-correspondence business school course work from an accredited institution in Business or similar field may substitute for the general clerical experience on a year-for-year basis, but will not substitute for the dental experience or scheduling system software experience. You must submit a copy of your transcripts at the time you submit your application in order to be considered.

Preferred Qualifications: *Please provide a detailed description on your application of your relevant work experience and document examples of your work in relation to the following:*

Superior oral and written communication skills. Experience involving a wide range of clerical responsibilities. Prior experience with work lead/supervision experience. Proficient with Microsoft Office applications, including Word, Excel and Outlook. Excellent customer service skills. Excellent organizational skills. Attention to detail. Knowledge in extracting information from various reports. Ability to deal with a diverse population with discretion and tact.

Conditions of Employment: Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide CNCC Office of Human Resources with an official disposition of the charges. Must have the ability to handle lengthy and sometimes difficult phone calls while relaying a professional attitude under all working circumstances. Must maintain a high level of confidentiality at all times.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at spb.colorado.gov.

A standard appeal form is available at: spb.colorado.gov. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

CCCS recognizes the importance of a workforce that is reflective of our diverse student community which consists of 22.1% Hispanic; 6.2% Black/African American; 3.7% Asian/Pacific Islander; 0.9% American Indian/Alaskan Native; and 60.5% White. As such, we are interested in selecting the best candidate from a diverse pool.

Equal Opportunity Employer: *Colorado Northwestern Community College does not discriminate on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identify, or sexual orientation in its activities, programs, or employment practices as required by Title VI, Title VII, 1964 Civil Rights Act; Title IX, Education Amendments of 1972; Age Discrimination in Employment of 1967; Section 504 of the Rehabilitation Act of 1973; Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, Pregnancy Discrimination Act of 1978; Genetic Information Nondiscrimination Act of 2008; and the Americans with Disabilities Act (ADA) of 1990.*

Americans with Disabilities Act (ADA) Accommodations: Colorado Northwestern Community College is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Angela Miller, angela.miller@cnc.edu, (970) 675-3235.

If you are an individual who wishes to request reasonable accommodations for an exam, refer to the contact information on the exam scheduling notice or on the specific job announcement.

Pregnancy Related Accommodations, Colorado Anti-Discrimination Act (CADA): The Colorado Anti-Discrimination Act (CADA), allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth.

For information regarding Colorado Northwestern Community College Security, including crime statistics for the campus and surrounding area, please see the CNCC Campus Security website under "student's right to know": <http://www.cnc.edu/cms/content/security-students-right-know>. For a hard copy report please contact 970-675-3329.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Community College System, Attn. Human Resources, 9101 E, Lowry Blvd., Denver, CO 80230

DEPARTMENT CONTACT INFORMATION:

Angie Miller, (970) 675-3235, angela.miller@cnc.edu

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #GJT-004051-04/21
ADMINISTRATIVE ASSISTANT II - PART TIME - DENTAL
HYGIENE AT CNCC, RANGELY
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

**Administrative Assistant II - Part Time - Dental Hygiene at CNCC, Rangely
Supplemental Questionnaire**

- * 1. Are you willing to submit to a pre-employment background check as a condition of hire?
 Yes No

- * 2. Do you have the knowledge/background working in a dental office as required for this position? If so, explain.

- * 3. Do you have experience using a scheduling system software such as Dentrix? If so, explain your experience.

- * 4. Explain your Microsoft Office Word, Excel and Outlook experience. What have you utilized these applications for within your previous clerical positions.

- * 5. Are you willing to accept a starting rate of \$16.70 per hour if offered the position?
 Yes No

- * Required Question