

Duties
North Carolina Board of Sanitarian Examiners
Administrative Secretary to the Board

The responsibilities are catalogued into the following 8 main headings:

Meeting Management
Application Processing
Exam Administration
Record Maintenance
Letters, Reports, Newsletter & Other

Website Updates
Publications and Printing
Financial Maintenance
Office Maintenance

Each category will have the primary duties listed under each (that is, **what's done**) and these primary duties will then be broken down to specifics such as time lines, physical/equipment requirements, etc. Where the primary duties are not broken down, it's because the task seems to be singularly clear and self-explanatory.

1) Meeting Management

- Attend all meetings
- Disseminate reports, agendas, etc. to the Board
- Assist in meeting location arrangement, where requested
- Process Board member expenses

Specifics

a) Attend all meetings

- tape record and transcribe all minutes (Board owns tape recorder)
- maintain record of RS Board Administrator travel expenses

b) Disseminate reports

- provide agenda to Board members at least 10 days prior to meeting
- provide draft minutes to each member via email no more than 10 days after each meeting and final copy of minutes to each member via email within 10 days of next meeting.
- provide letters, inquiries, continuing education requests, exam scores, and other related documents to Board at the meeting (may not require individual copies in all cases)
- provide financial reports to the Board at each meeting date.

c) Process Board expenses

- review Board member travel vouchers/with Secretary/Treasurer
- writes checks for travel reimbursement for members and administrator.

d) Procure lunch meals when requested

2) Application Processing

- Receive and process intern applications

- Receive and process RS renewal applications
- Send annual renewal notices
- Process Sanitarian certificates and cards
- Track Intern Eligibility for Registration
- Present a list of intern applications for approval to the Continuing Education Committee before each meeting of the Board.

Specifics

a) Receive intern applications

- review forms, transcripts, and all necessary paperwork for accuracy and completeness
- process /deposit fees
- create intern number and computer file – add to database and county listing

b) Process RS renewals

- review form for accuracy and completeness
- verify Continuing Education listed
- process /deposit fees
- update files, as appropriate
- present to Board for approval
- send letters of RS status notification, with a copy to the Health Director

c) Send renewal notices

- prepare and mail notices and application forms to all interns and RS (mailing must be completed by October 15 of the prior year for the next year renewals)

d) Process certificates

- arrange for calligraphy of certificates and mails to the appropriate intern/RS within two weeks of approval by Board.

e) Process renewal cards

- prepare a complete electronic list of RS's and Interns to the printer who is responsible for printing the renewal cards. After receiving the renewal cards, send out to all RS's and Interns using the database labels by the end of January.

3) Exam Administration

- Coordinate contact with Exam Provider (NEHA)
- Receive and processes exam applications
- Proctor exam and coordinate Board member assignments
- Collect and mail exams to exam authority
- Receive NEHA exam and Educational Committee scores
- Calculate/compile total scores
- Disseminate scores to Board members via email

Specifics

a) Coordinate contact w/ NEHA

- order exams at least 30 days prior to exam

- receive exams and maintains security
- maintain contact w/ NEHA to ensure contract adhered to

b) Receive and process applications

- notify eligible exam participants, by mail, at least 30 days prior to exam
- set application submission deadlines
- review applications for eligibility and completeness
- process fees
- send schedule and conditions of exam to applicants, at least 30 days prior to exam

c) Collect and mail exams

- ensure exams are secure
- mail to authority by insured carrier within 72 hours after exam

e) Receive NEHA exam and Educational Committee scores

- send copies of completed essays to Educational Committee members for grading
- receive essay scores from Education Committee members and compute average essay score
- compute scores from oral exam for each applicant
- compute overall score for each applicant (NEHA, Oral, and Essay)

4) Letter, Report, Newsletter, and Other Publications and Printings

- Prepare minutes, agendas, financial reports, letters, and other documents
- Prepare certificates
- Copy and prepare newsletters for mailing
- Prepares all appropriate mailings
- Secure and negotiate with vendors (printers)
- Send membership records, other documents to appropriate agencies

Specifics

a) Prepare minutes, et al

- prepare quarterly and annual financial statements
- prepare and disseminate Board meeting agenda after receiving copy from Chair
- prepare correspondence on exam results, continuing education approval/disapproval, registration approval/disapproval, etc.

b) Prepare newsletter

- receive completed copy from Board Chair
- format and word-processes then photocopy

c) Prepare mailings

- maintain mail directory of all registrants and other applicable parties

d) Send membership records, other documents to agencies

- comply w/ State Record Retention Schedule

- comply w/ Occupational Licensing Boards requirements
- send records to NC Division of Social Services, Child Support Enforcement Section every 6 months

5) Website Updates

- send any changes in new interns, RS's to the person responsible for Website posting.
- send the A-Z revised Continuing Education to Website person for posting after each meeting.
- send any changes in the County Classified Directory to the Website person for posting.
- send appropriate notices, (i.e. exam notification, directors, upcoming meetings, etc) to the Website person for posting.

6) Record Maintenance

- Maintain database of all registrants to include history, continuing education, and registration status
- Maintain records of all complaints and investigations relative to the Board
- Maintain all other applicable hard and soft copies of letters, memos, minutes and documents relative to the Board's function

Specifics

a) Maintains database of all registrants

- update database monthly and as needed to reflect status, employment, or address changes; new registrants (provide a backup disk.)
- backup each day work is performed and maintain backup files in a secondary location
- utilize software readily available in the market place or compatible with market (e.g. WORD, Access, Excel, Office 2000)
- comply with State Record Retention Schedule

b) Maintains records, other applicable documents

- maintain hardcopy file system, cataloged by appropriate index, for all Board business
- maintain electronic files (hard drive, diskettes) of correspondence, letters, reports, etc. as appropriate.
- backup each day work is performed and maintain backup files in a secondary location

7) Maintain Finances

- Receive and deposit payments for exams and applications
- Process payments to vendors
- Record travel expense reimbursements to self and Board members
- Balance and maintain checking and other financial accounts monthly
- Secure annual Audit report
- Prepare quarterly and annual financial statements

- Compile and deposit all Board-related fees (receivables)
- File annual tax forms as required by law (State, Federal)
- Complete and files all 1099 tax forms (annual)
- Record and maintain financial ledger for all transactions
- Receive all financial statements, invoices, and records and maintains in accordance with all applicable agencies, boards (e.g. State Controllers Office)
- Utilize software readily available in market place
- Be bondable in accordance w/ State rules

8) **Maintain Office for the Board**

- Provide appropriate office space for equipment and operations
- Receive all telephone, mail, and fax inquiries, etc.
- Maintain supply inventory to include purchasing of general office supplies
- The Board supplies office equipment and internet access

Specifics

a) Provide space

- Sufficient size and appropriate environment for equipment (file cabinets, copier, typewriter, audio recorder etc.) and operations.

b) Receive telephone, mail, fax inquires

- respond to phone, fax, or email inquiries within (2) working days-8AM-5PM, Monday-Friday, excluding holidays and out-of-town Board travel days (except announced vacation time periods)
- process mail daily

c) Maintain supply inventory

- maintain standard office supplies (postage, paper, envelopes, toners, inks, binders, clips, etc.) appropriate for 1 person office and needs of the Board