

Boundary County

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date amended 5/4/2026

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POSTING DATE-COUNTY: 05/05/26
POSTING DATE-PUBLIC: 05/05/26
CLOSING DATE: 05/19/26

NOTICE OF POSITION VACANCY

JOB TITLE: Administrative Assistant		DEPARTMENT: Restorium	
JOB CODE # RS02		GRADE 10	
Immediate Supervisor		Administrator	
Overall Supervisor		County Commissioners	
POSITION TYPE: FULLTIME		STARTING WAGE: 20.14	

JOB SUMMARY

Performs general office and administrative duties. Assists Administrator with establishing proper policy & procedures & instructs staff on same. Maintains various files in accordance with IDAPA 16.03.22. Receives & receipts rents, & other misc. payments & maintains proper accts. Verifies employees time sheets. Oversees scheduling & new employee orientation. Attends care plan meetings and may be required to attend monthly board meetings.

POSITION FUNCTIONS

1. Performs formal bookkeeping procedures including but not limited to, recording and preparing deposits of monies received, record and balance Quick Books monthly ledgers, and accounts receivable . Prepare monthly financial reports and budgets to Commissioners.
2. Prepares monthly claims and submits them to Boundary County Clerk for payment .
3. Check, compute and verify hours for employee time sheets, compute employee vacation, sick, comp hours, update employee records, communicate changes with the Clerk's Office.
4. Serves as a receptionist, taking and directing calls, greeting and directing customers and providing accurate information on all aspects of the Restorium operation.
5. Processes and distributes incoming and outgoing mail.
- 6 . Assist in updating personnel policy, and policy/procedures of Community Restorium per IDAPA 16.03.22 and Idaho Food Code.
7. Maintains files for current and discharged residents.
8. Report to Administrator daily as to concerns with staff, residents, etc.
9. Track employees staff meetings and continued education and inform Administrator of status.
10. Keep an ongoing inventory control list using labels (provided by Clerk's Office) for each piece of equipment.
11. Reports all accidents or incidents and completes proper incident forms.
12. Must have the ability to pass medication assistance course and have the ability to pass medications as needed.
13. Must be willing to obtain CPR and first Aid certification.
14. Attends required educational classes.
15. Attend care plan meetings every 2 weeks per Community Restorium policy. May be required to attend monthly board meetings.
16. Be willing to be designee for Administrator (on-call).
17. assist with monthly employee schedules, including requested time off etc. and assist managing schedule.
18. Keep duty forms and medical forms updated and adequate amounts available.

- 19. May serve on boards as requested.
- 20. Keep fire safety binder up to date.
- 21. Keep maintenance task lists up to date.
- 22. Performs all other duties as assigned.

MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

High school diploma or equivalent and minimum two years' general office experience or education. Must be 18 years of age or older. Experience with senior citizens preferred. Must have strong verbal and written communication skills and excellent organizational skills. Must attend bi-weekly meetings as scheduled and monthly meetings. Must comply with regulations on minimum educational requirements. Must complete state-approved assistance with medications class. Must be willing to be certified in CPR and First Aid. Must pass a personal background check and have never been found guilty or have been adjudicated of any crime designated in IDAPA 16.03.22 and meet any other requirements outlined in the Rules for Licensed Residential and Assisted Living Facilities in Idaho. proficient in ten key, typing and data entry. Knowledge of computer accounting software, such as QuickBooks, Microsoft office, and other typical office equipment. Ability to work with little to no supervision. Pre-employment drug testing required.

TYPICAL WORK HOURS

Monday-Friday. Some overtime or varied shift work may be required.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submit application to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22

All applications must be submitted on a Boundary County application form.

Filing of position authorized by Boundary County Commissioners

See Back Sheet

Authorized by Elected Official/Department Head

Approved by Commissioner Chair

Verified by Personnel Director

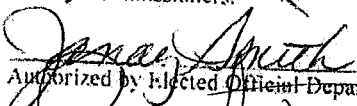
Approved by Commissioner

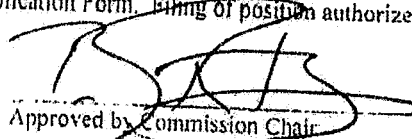
Date

Approved by Commissioner

Equal Employment Opportunity Statement: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.

County Employees apply by submitting application to Personnel Director by 5:00 p.m. on the closing date. All applications must be submitted on a Boundary County Application Form. Filing of position authorized by Boundary County Commissioners.


Authorized by Elected Official Department Head


Approved by Commission Chair


Verified by Personnel Director


Approved by Commissioner

05/05/2026
Date


Approved by Commissioner

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- INSTRUCTIONS:
1. Copy to be given to Board of County Commissioners for authorization to fill position.
 2. Copy to be posted in each County Department for three (3) days by Personnel Director.
 3. Job Service to be notified by Personnel Director.