



## JOB DESCRIPTION

Department:	Administration	Job Code:	
Job Title:	Administrative Assistant	Job Family:	Admin Support Worker
Reports To:	C.O.O & C.E.O	FLSA Status:	Non-Exempt
Benefit Level:	III	Creation/Revision Date:	

**Role/Position Definition:** To coordinate and manage the day to day schedule/functions of the Chairman/CEO.

### Qualifications/Position Requirements:

- A. Education/Experience
  - High School Diploma or G.E.D. required
  - Two years secretarial experience required
- B. Licensure/Certification
  - None.
- C. Knowledge, Skills and Abilities
  - Strong written/verbal communication skills.
  - Strong organizational skills.
  - Ability to type 60-70 WPM.

### Work Environment:

- A. Works in a well lighted/ventilated area
- B. Sitting/moving intermittently during work hours, with the ability to move to various locations throughout the hospital
- C. Regular use of computer
- D. Subject to frequent interruptions
- E. Willingness to work beyond normal working hours when necessary
- F. Communicates with personnel throughout the hospital on a regular basis
- G. Must be able to cope with the mental and emotional stress of the position.
- H. Must deal with multiple requests on a regular basis.
- I. Regular interruptions by telephone or providing services upon request.
- J. Must be able to proofread own work as well as others.
- K. Ability to use dictaphone, telephone, and computer and typewriter at 60-70 WPM.
- L. Coordination to reproduce materials.

### Duties and Responsibilities:

- A. Performs secretarial duties as assigned, including:
  - a. Completes typing assignments with minimal errors.
  - b. Typing is in appropriate format.
  - c. Typing assignments are completed in time frame established.
  - d. Composes routine correspondence as assigned.
  - e. Organizes information for meetings.

- f. Prioritizes work load during peak periods.
  - g. Maintains a complete working knowledge of files and correspondence; can easily access and is knowledgeable of contents.
  - h. Drafts correspondence on routine basis
  - i. Professionally represents administrative area to other departments and community at large.
  - j. Routinely increases effectiveness and efficiency of office.
- B. Answers, screens and routes calls in a prompt, courteous and efficient manner
  - C. Takes messages and relays with no errors
  - D. Coordinates daily appointment calendar
  - E. Credentials and recredentials all staff physicians, physician assistants, nurse practitioners and non physician staff, i.e., psychologists and neuropsychologists.
  - F. Schedules Board of Directors meetings, takes and transcribes minutes, compiles information for the Board of Directors Minute Book.
  - G. Makes conference, seminar, travel hotel, etc. arrangements for personnel.
  - H. Takes meeting minutes as required.
  - I. Receives and sorts incoming mail on a daily basis.
  - J. Does correspondence, mail list data bases, program announcements & flyers for marketing department.
  - K. Assists CEO, COO and Medical Director as needed.
  - L. Answers inquiries courteously and acts as receptionist to visitors as necessary.
  - M. Maintains cleanliness of immediate work area.
  - N. Complies with department policies and procedures.
  - O. Adheres to dress code established by department.
  - P. Accepts and responds to constructive criticism.
  - Q. Performs all other duties as assigned.

APPROVALS	
Human Resources: _____	Date: _____
Department Head: _____	Date: _____