



## Administrative Assistant

Reports to: Chief Medical Officer  
Department: Administration  
Program (if applicable): N/A  
Job Status: Non-Union

Classification: Non-Exempt  
UDS Code: 030A Management and Support Staff  
Date Revised: 10/7/2022  
Revised by: Chief Medical Officer

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### MAJOR FUNCTION

Under the direction of the Chief Officers performs secretarial and administrative support functions for designated clinical and senior staff members including but not limited to these ESSENTIAL FUNCTIONS.

### ESSENTIAL FUNCTIONS

- Consistently greets all patients/clients/customers via telephone or directly in a personal and professional manner.
- Organizes assigned secretarial and other related clerical work and develops effective work methods.
- Types technical, scientific, financial, statistical and other statements and reports, correspondence, memoranda, opinions, orders, bills, warrants, contracts, forms, specifications, records, manuscripts and legal documents from varied types of copy.
- Provides administrative and secretarial support to other clinical management staff as outlined above or necessary.
- Maintains a schedule of appointments and the daily engagement calendar of the Chief Officers and others outlined above as necessary.
- Makes necessary arrangements for clinical management staff speaking engagements and hearings; travel arrangements for conferences and meetings.
- Reviews, sorts and routes incoming correspondence and personally prepares letters in routine matters which may not be signed or reviewed by the clinical management staff.
- Prepares other correspondence for the review and signature of the clinical management staff, retaining a comprehensive knowledge of the Center's programs, objectives, standards, policies and procedures.
- Sees that pertinent material is obtained from the files and other sources and arranges it in usable form. Prepares memoranda and summaries as may be required.
- Acts to relieve the clinical management staff of detail by providing information to those requesting it, including division personnel, representatives of federal, state and local government, and other groups, organizations and agencies and to the general public in accordance with established policy and only at the request of the clinical management staff.
- Screens all telephone calls directed to the clinical management staff.
- May be required to learn and utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units, including personal computer, printers, copiers, etc.
- Maintains confidential, personal correspondence, follow-up and other records and files.

## **ADDITIONAL RESPONSIBILITIES:**

- Performs other duties and assumes other responsibilities as apparent and/or as assigned by the Chief Officers. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

## **REQUIREMENTS:**

### **EDUCATION & EXPERIENCE:**

- High school diploma or general education degree (GED) required; minimum one (1) year related experience and/or training; or equivalent combination of education and experience.

### **LICENSURE AND/OR CERTIFICATIONS:**

- None required

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Skill in the application of modern office techniques and practices and the use and care of office machines and equipment. Working knowledge of Office, WP 6.0/Windows, Excel, Desktop Publisher; willingness to learn various software packages.
- Computer literacy and proficiency.
- Ability to work well with others and to interact with the public in a cooperative and courteous manner.
- Resourceful and well organized.

### **PHYSICAL & WORK REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires manual dexterity sufficient to operate phones, computers, and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. The working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

*Henry J. Austin Health Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, creed, color, national origin, ancestry, marital status, civil union, domestic partnership, affectional or sexual orientation, genetic information, sex, gender identity, disability or veteran status.*