



NEW: Submitted:
08/07/2019 08/06/2019

JOB TITLE:	SECRETARY MEDICAL
DIVISION	ACADECMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	205 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8646
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plans and organizes the day according to performance of the clinical responsibilities. Maintains records and makes reports on schedule.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains medical records

Prepares and maintains logs and statistical information

Acts as receptionist for component and registers new students

Maintains and sends monthly information for records

Word processes all reports, correspondence, and other component needs and prepares quarterly statistical reports for Maternal Child Health Division

Facilitates audit of records

Assists with infirmary and/or clinic, monitors blood pressures, weights, etc.

Assists nurses with the ordering of supplies and equipment and maintains inventory records

Schedules clinic appointments and follow-ups on missed appointments

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Professional medical secretarial education, including data collection and computer skills

Good word processing, record keeping, filing and receptionist skills

Ability to maintain confidentiality

Successful experience in weighing and taking blood pressure

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful previous medical secretary experience

Previous successful experience in data collection and computer operation

