



NEW: 08/07/2019  
 Submitted: 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

Experience in a diverse workplace