

SECRETARY TO DIRECTOR OF HOSPITAL - ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Director of Hospital Administration the incumbent in this class performs executive secretarial functions. This includes stenography, typing and/or word processing, coordination of the Director's calendar and the appropriate disposition of inquiries, complaints and requests. Supervision may be exercised over clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Relieves the Director of details which do not require his or her personal attention by the use of discretion, tact and a comprehensive knowledge of departmental procedures and policies;

Performs stenographic duties involving highly important and confidential subject matter, which often includes medical terminology;

Compiles data for reports, statistics, financial records, etc., at the direction of the Director of Hospital Administration;

Maintains and coordinates the appointment calendar for the Director of Hospital Administration;

Develops and maintains filing, both general and confidential;

Receives all mail addressed to the Director of Hospital Administration and handles it according to established procedures;

Responds to routine mail inquiries independently;

Receives and screens all telephone calls and visitors to the Director of Hospital Administration;

Types detailed and complex reports for the Director of Hospital Administration;

Maintains manuals containing state hospitals codes and regulations, Joint Commission on the Accreditation of Hospitals standards and other official guidelines for hospitals;

Records stenographically the proceedings of meetings and transcribes into appropriate format;

Performs special and confidential assignments as directed by the Director of Hospital Administration.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; thorough knowledge of general business terminology, procedures and equipment; good knowledge of secretarial skills, including business, English, stenography, and business arithmetic; good knowledge of medical terminology and all its abbreviated forms; ability to compose and edit letters and memoranda; ability to comprehend the varied activities of a large department; initiative; tact; good judgment especially as it relates to the safeguarding of highly confidential information; poise; neat appearance; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of progressively responsible clerical and stenographic experience, two of which must have involved independence of action and public contact and one of which must have been in a hospital or health care facility involving the utilization of medical terminology.