

SECRETARY TO MEDICAL BOARD - WCMC

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President of the Medical Board, this position performs executive secretarial functions including preparing confidential correspondence, reports, minutes, and maintaining confidential files and records as relates to the review and appointment of medical staff. Incumbents may be expected to work overtime to provide administrative support services at various scheduled meetings of the Board. Supervision is not normally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial functions for the Medical Board and ancillary committees, i.e., Credentials Committee, Executive Committee, and Research Protocol Review Committee,

Transcribes, proofreads and distributes minutes of all committee meetings;

Prepares and/or reviews confidential correspondence, reports, memoranda, applications, etc.;

Coordinates the scheduling of meetings and appointments, gathering agenda items and materials as required and preparing and distributing finalized materials to all committee members for review and evaluation;

Uses automated office systems to prepare letters, memoranda, reports, etc.;

Opens and screens mail related to Medical Board activities and answers routine mail independently and routes other mail with background material as necessary;

Maintains all files and records for the Medical Board, ensuring confidentiality;

Prepares medical staff appointment letters, reappointment letters, letters granting privileges, notices of approval/disapproval of research protocols, cost impact memos, etc.;

Maintains files of all minutes taken at committee meetings for future reference;

Maintains database on all medical staff members;

Maintains attendance records for all committees, mailing labels, Medical Staff by-laws, Medical Staff Rules and Regulations, etc.;

Performs special and confidential assignments as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

EXAMPLES OF WORK: (Cont'd)

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; thorough knowledge of secretarial skills, including business English and business arithmetic; ability to compose and edit important letters and memoranda; ability to type at a speed of not less than 35 words per minute; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the office; ability to understand and carry out complex oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative; tact; poise; accuracy; good judgment; discretion; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and seven years of experience where the primary function of the position was administrative support, office management or secretarial, two of which must have included the use of word processing equipment.

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college or business school may be substituted for each year of the above stated experience, but not for the two years of experience that included the use of word processing.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.