**JOB TITLE:** Secretary, Health Information Management

**DEPARTMENT:** Health Information Management

**LOCATION:** Various

**REPORTS TO:** Program Director, Health Information Management
Division Chairperson

**STATUS:** Grant Funded

**FLSA:** Non-Exempt (part-time)

**LEVEL:** 103

**DATE:** 07/01/2012

**POSITION SUMMARY:** Perform a variety of secretarial duties to assist the Health Information Management Program Director.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* A High School Diploma or GED; 1-2 years secretarial experience.

**ESSENTIAL TASKS:** Employee must be able to perform the following functions to the satisfaction of the employee’s supervisor.

- Answer the telephone, provide information, take messages, and/or direct calls to appropriate personnel; greet, respond to inquiries regarding departmental matters, providing specialized information regarding policies, procedures, rules and regulations.
- Prepare outgoing mail; pick-up and distribute incoming mail to appropriate personnel.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Organize and maintain confidential electronic filing system as required for access population.
- Organize, process and maintain confidential student information for Professional Practicum Experience coursework including performing/reviewing background checks on students, review drug screen results and processing of all required documentation.
- Create and maintain student records in compliance with accrediting body guidelines.
- Compose written correspondence and materials; create/update/maintain all departmental forms.
- Assist in the preparation and analysis of reports as requested.
- Maintain filing systems.
- Prepare work orders, purchase orders and supply requisitions; process invoices; travel authorization forms, travel expense reimbursement vouchers, order office supplies as requested.
- Prepare agendas, attend meetings and take minutes; schedule appointments and meetings, reserve meeting rooms, organize materials, send out meeting notices, arrange for catering services, make travel arrangements, and maintain the director’s and department’s calendar.
- Maintain telephone, email and mailing lists, office files, and other appropriate records
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

**ADDITIONAL DUTIES:**

- Assist Program Director with compilation/processing/maintaining information necessary for program accreditation.

**KNOWLEDGE, SKILLS, and ABILITIES:**

- **College:** Ability to communicate effectively in both oral and written form and use appropriate and correct English spelling, grammar, and punctuation; good typing, word processing, and proofreading skills; demonstrated knowledge of basic office equipment and procedures; excellent customer service skills; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices; ability to establish and maintain positive working relationships with other employees; Ability to handle confidential
material judiciously; ability to organize and coordinate functions and tasks, with frequent interruptions; ability to communicate effectively with a variety of people, including students, employees, faculty, and the general public; ability to assemble information and make written reports and documents in a concise, clear and effective manner; ability to follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; communicate using routine sentences; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

- **Departmental:** Knowledge of department policies; knowledge of general office procedures and office filing systems; familiarity with data entry; ability to accurately perform mathematical calculations; effective telephone communication skills; ability to organize, multi-task, perform under pressure and complete projects with time deadlines; knowledge of department policies, procedures, and practices with the ability to answer work related questions.

**LEADERSHIP and COMMUNICATION SKILLS:** Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; ability to communicate using routine sentences; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

**DECISION-MAKING and ANALYTICAL SKILLS:** May be responsible for providing information to those who depend on a service or product; perform clerical or manual duties; adhere to college and department policies, procedures, and practices; perform job duties in a safe and efficient manner.

**EQUIPMENT AND SOFTWARE:** Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Environment:** Work is performed primarily in a climate controlled standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull 10 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.

**POSITIONS SUPERVISED:** None

I have read and reviewed the above job description with my immediate supervisor.

**DISCLAIMER:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

Employee Signature/Date  Supervisor Signature/Date