



Cow Creek Government Office

Position Description

Position Title: Executive Administrative Assistant

Reports To: Health Director

Date Written/Revised: 2/10/2015

Department: CCH&WC

FLSA Designation: Non-Exempt

Pay Grade: 8

POSITION PURPOSE:

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

ESSENTIAL FUNCTIONS:

- To utilize & maintain training, maintain competency in compliance of operating procedures as they relate to standing office procedures.
- Answer multi-line telephone system and direct all incoming phone calls to the appropriate staff. Take complete and accurate messages.
- Provides professional customer service by greeting guests in a polite, prompt, helpful manner & provides any necessary instruction or direction.
- Maintain filing & ensure security of administration files, performing specialized functions and special projects as directed.
- Perform clerical and support duties as assigned by Health Director; assist staff with various tasks as assigned.
- Distribute incoming mail, utilizing established timelines and accuracy.
- Follows opening & closing procedures according to office guidelines.
- Maintains clean & orderly waiting area including reading materials.
- Maintain strictest confidentiality; adheres to all HIPAA guidelines/regulations.
- Maintain a working knowledge of all programs offered by the Health & Wellness Center and the Cow Creek Government Office.
- Attends staff meetings as required and takes minutes.
- Planning and scheduling meetings and appointments. Maintain the Health Directors calendar.
- Arrange for and maintain all travel for Health Director and other staff as needed.
- Order and maintain general inventory of office supplies.
- Process all check requests per policy including entry into the accounting system.
- Clinic Deposits: weekly deposits from the clinic entered into the intranet deposit and deposited at the bank. Keep needed back up documents from these deposits.
- Assist Health Director and other administrative staff with administrative projects, as requested.
- Preparing and editing correspondence, reports, and presentations.
- Special Functions Coordinator.
- Assistance with Grant Preparation.

QUALIFICATIONS:

- Working knowledge of office procedures, office equipment, computer experience and knowledge of government program rules and regulations.
- Extensive knowledge of Microsoft office including but not limited to Word and Excel.

- Must demonstrate proven effective interpersonal communication skills.
- Demonstrate the ability to work effectively with staff, local agencies and individuals from different cultural & ethnic backgrounds in a friendly and professional manner.
- High school diploma or GED.
- Two years relevant, working experience in all facets of medical office management preferred.

Cow Creek Government Office
Position: Executive Administrative Assistant

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

-
1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?) **Continuous**

 2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?) **Occasional**

 3. **WALKING** – (Percent of time or hours per day? Surface? Distance?) **Occasional**

 4. **POSITIONS** – (Can worker change positions frequently? Occasionally?) **Intermittent**

 5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?) **Intermittent to none.**

 6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?) **Intermittent to none.**

 7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Intermittent**

 8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?) **Intermittent**

 9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?) **Intermittent**

 10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **NA**

 11. **CRAWLING** – (Surface? Frequency? Distance?) **NA**
-

ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.