



Cow Creek Government Office

Position Description

Position Title: Executive Administrative Assistant

Reports To: Health Operations Officer

Date Written/Revised: 2/10/2015

Department: CCH&WC

FLSA Designation: Non-Exempt

Pay Grade: 9

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: Clinic Executive Administrative Assistant

Position Minimum Requirements

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

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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.