



Cow Creek Government Office

Position Description

Position Title: Executive Administrative Assistant

Department: CCH&WC

Reports To: Health Director

FLSA Designation: Non-Exempt

Date Written/Revised: 2/10/2015

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.

