



# Cow Creek Government Office

## Position Description

**Position Title:** Executive Administrative Assistant

**Department:** CCH&WC

**Reports To:** Health Operations Officer

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 2/10/2015, 6/22/2018

**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 Operations Officer; assist staff with various tasks as assigned.
- Follows opening & closing procedures according to office guidelines.
- 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 Operations Officers' calendar.
- Arrange for and maintain all travel for Health Operations Officer and other staff as needed.
- Process all check requests per policy including entry into the accounting system.
- Assist Health Operations Officer 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.