

**Position Title:** Administrative Assistant  
**Department:** Accreditation and Risk  
**Pay Rate:** Depends on Experience

**Job Summary:**

The Administrative Assistant acts in a secretarial capacity to the Accreditation and Risk Department. Fundamental duties include data input, typing, word processing, document design, copying, filing, answering telephone, faxing, coordinating meetings and other clerical duties.

The incumbent may perform other duties, both major and minor, that are not mentioned above; and specific functions may change from time to time.

**Education and formal training:**

High school diploma or GED equivalent. Medical Terminology preferred. Must have completed courses in PC word processing keyboarding.

**Work Experience:**

Experience in office procedures, such as use of copying machines with collating, sorting, etc. preferred.

**Knowledge, skills, and abilities required:**

Good communication and problem-solving skills. Must be able to work independently and utilize confidentiality skills on a daily basis. Must have knowledge of Microsoft word program for Windows. Typing speed 60 wpm. Possess good proofreading, grammar, organizational and communication skills.

**Physical Requirements:**

Must be able to sit for long periods; work may include overtime; some stress involved.