		Department:	**Education**
Oroville Hospital	Job Description for Department Secretary	Dept.#:	**8740**
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Director Educational Services

Job Summary

The Educational Services Secretary is responsible for performing secretarial duties and assisting employees, visitors, and others as needed; as well as helping to maintain a harmonious work atmosphere.

Duties

1. Maintains employee records necessary for documenting class attendance, continuing education, and required training

2. Telephone communications, including answering phones, taking messages, routing calls and placing calls

3. Types correspondence reports and other items

4. Makes photocopies as needed

5. Picks up and sorts mail

6. Maintains current mailing lists

7. Registers individuals for education programs

8. Notifies department managers when employees are due for required education and training

9. Notifies department managers when employees are delinquent education and training

10. Maintains monthly education calendars

11. Books conference rooms

12. Types CPR cards; VCR tapes as needed

13. Puts together handouts and other instructional materials as needed

14. Maintains instructor and student records for AHA; and sends student rosters to AHA

Qualifications

1. High school diploma or equivalent

2. Typing and word processing proficiency

3. Ability to operate a fax machine, multi-line telephone, computer, printer, photocopier and other equipment as needed

4. Proficiency in letter writing, spelling, grammar, punctuation and report formatting.

5. Ability to speak clearly and concisely

6. Ability to interact professionally and courteously with patients, families, physicians, co-workers and community agencies

7. Ability to maintain confidentiality

8. Ability to organize and prioritize multiple tasks

9. Preferred: Medical Terminology experience in the health care field

Lifting Requirements

Medium – is considered lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.