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| <br>Oroville Hospital | <b>Job Description for<br/>Nurse Executive<br/>Assistant</b> | Department:   | <b>Nursing Administration</b> |
|  |  | Dept. #:      | <b>8720</b>                   |
|  |  | Last Updated: | <b>7/23/08</b>                |

### **Reports To**

Nursing Executive

### **Job Summary**

The Nurse Executive Assistant assists with various administrative and secretarial duties.

### **Duties**

1. Responsible for maintaining nursing personnel records
2. Answers questions and inquiries from nursing staff
3. Updates policy/procedure manuals
4. Screens visitors and phone calls for Nursing Administrative Staff
5. Handles recruitment phone calls and inquiries

### **Qualifications**

1. Graduate of high school
2. Medical terminology desirable
3. Minimum five years secretarial experience
4. Computer skills; AS 400, Microsoft Office, WordPerfect, Lotus, Windows
5. Ability to demonstrate a high level of skill and knowledge for use of various equipment including, but not limited to, the typewriter, transcriber, photocopy machine, calculator and computer
6. Ability to assist and coordinate with all Nursing Administrative Department responsibilities for effective time management
7. Ability to work well under stress

### **Lifting Requirements**

Sedentary – frequently carries 10 pounds or less and occasionally carrying such items as binders, charts, etc. up to 25 pounds.