



## POSITION DESCRIPTION

**POSITION:** Administrative Assistant  
**REPORTS TO:** Executive Director  
**SUPERVISES:** N/A

**DEPT:** Administration  
**FSLA STATUS:** Non-Exempt

**POSITION SUMMARY:** Works closely with the Executive Director & Board of Directors (BOD) in a fast-paced Ambulatory Health Care/Clinic environment. Must demonstrate ability to manage dual assignment efficiently & effectively. Responsible for board meeting attendance, taking minutes and transcribing. Acts as contact person for Executive Director, screening calls, mail, setting appointments and assists with clerical functions (typing, faxes, taking minutes & transcribing, etc.); assists other departments as delegated or necessary.

**PRIMARY RESPONSIBILITIES** include, but not limited to:

1. Typing correspondence for Executive Director, maintains files for corporation, documents, contracts, resolutions and all business contacts.
2. Training clerical support staff.
3. Serving as contact person for visitors in Administration.
4. Responsible for Board of Director's directives pertaining to Board Meeting agenda, minutes, and correspondence.
5. Preparing and assembling documents and materials.
6. Attending Board of Director's Meetings (includes evenings; flextime schedule TBD), records & transcribes minutes; types Board and agency committee meetings minutes as assigned.
7. Maintaining Board binders containing all minutes for all Board and committee meetings.
8. Maintains all administrative files for the Board of Directors.
9. Maintaining central administrative filing system for Executive Director.
10. Scheduling transportation and lodging arrangements for Board of Directors and Executive Director, as needed.
11. Sort, deliver, and monitor all CTHP mail functions.
12. Follow all rules, polices and procedures set by the clinic and their individual departments.

### **Additional Duties:**

1. Utilizes accurate, clear and concise oral and written communication.
2. Demonstrates excellent problem-solving abilities.
3. Demonstrates excellent presentation skills.
4. Maintains patient confidentiality at all times.
5. Maintains Board of Directors and Board Committees confidentiality at all times.
6. Maintains Executive Office confidentiality at all times.
7. Maintains regulatory requirements.
8. Attends facility meetings, prepares reports and analyzes and provides recommendations in a timely and accurate manner.
9. Interacts with department directors/managers on a wide range of issues.
10. Ability to communicate effectively in English; both verbally and in writing.
11. Complies with all organizational policies regarding ethical business practices.
12. Communicates the mission, ethics and goals of the CHTP; as well as the focus statement of the department.

**Language Skills:**

1. Able to effectively communicate in English; both verbally and in writing.
2. Excellent interpersonal skills.
3. Excellent presentation skills.

**Skills:**

1. Basic computer knowledge; MS Office (Word, Excel, PowerPoint, etc.).
2. Organizational skills.

**Demonstrates Competency in the Following Areas:**

1. Basic office skills (Clerical, Receptionist, Operating Office Equipment, & Data-Processing).
2. Customer Service.
3. Robert's Rules of Parliamentary Procedures.

**Professional Requirements:**

1. Ensures that appearance and personal conduct are professional at all times.
2. Wears appropriate clothing for job functions.
3. Represents the organization in a positive and professional manner in the community.
4. Completes annual educational requirements pertaining to professional development and accreditation.

**QUALIFICATIONS AND REQUIREMENTS:**

**Required:**

1. Ability to work in a fast-paced, multi-program environment.
2. Bachelor's degree with area of concentration including but not limited to Liberal Arts, Administration, Social Science, or Science preferred.
3. Or, graduate of a business college with at least 2 years administrative assistant experience in an office setting.
4. Or, High School graduate or GED required with 4 years administrative assistance experience.
5. Ability to type at least 60WPM.
6. Must be able to work some evenings; with a flextime predetermined schedule.
7. Excellent communication skills, both written and oral, and ability to present self in a professional and tactful manner; especially in stressful situations.
8. Possession of a valid California driver's license & ability to obtain GSA license.
9. Computer literacy; both word processing and spreadsheet.
10. Working knowledge of office machines (e.g., fax, xerox, postage).

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; lift up to 30 lbs; use hands to finger, handle, or feel; climb or

balance and taste or smell. Specific vision abilities required by this job include peripheral vision and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**INDIAN PREFERENCE:** Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, CTHP is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability or sexual orientation.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** CTHP is required to implement the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. As such, it is unlawful for employees to manufacture, distribute, dispense, possess, or use a controlled substance on the job site. Employees who are reasonably suspected of violating this act may be subject to drug testing as a condition of employment. Employer required fitness examinations shall include drug testing as evidence of employee and employer compliance with the Drug-Free Workplace Act.

I have read and understand the job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTHP HR Signature

\_\_\_\_\_  
Date