

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Health Services Administrative Assistant	Range:	36
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a wide variety of complex and specialized administrative duties to support the office functions and efficient operation of a college Health Services Center. This position requires specialized knowledge in the health services area.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs complex administrative duties independently in support of the health services center within established rules and regulations; organizes and manages daily activities to assure efficient operations; provides information to departments, personnel, students and the public on the phone and in person; answers questions and resolves problems requiring judgment, knowledge and explanation of policies.
2.	Prepares and maintains medical charts in accordance with established procedures; contacts appropriate personnel to assist with medical emergencies; processes and reviews various accident reports for accuracy.
3.	Coordinates and facilitates special projects, such as receptions, facilities use and events; maintains calendar of activities; coordinates travel arrangements; approves, prepares and distributes promotional and informational materials; maintains current mailing lists.
4.	Monitors department expenditures and budgets; approves expenditures within established guidelines; assists with budget development and tracks status of budgets; maintains petty cash accounts; prepares requisitions for supplies and equipment; responds to inquiries regarding financial issues.
5.	Evaluates and processes forms, verifies data for accuracy, completeness and compliance within established procedures; enters data into computer system; monitors, calculates and submits time sheets; maintains confidential files and data.
6.	Types, composes and edits correspondence, memos, letters, agendas, reports, forms, records, and other information; prepares statistical information for use in reports; schedules appointments and meetings; attends meetings and transcribes and distributes minutes; initiates and answers telephone calls; screens and directs calls; greets visitors and directs to appropriate personnel; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.
7.	Maintains inventory of supplies and prepares purchase requisitions; tracks orders to assure delivery and payment.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Health Services Administrative Assistant maintains frequent contact with various District departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Minimum two (2) years of increasingly responsible health services or medical office administrative experience; may be supplemented by applicable college courses

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of applicable sections of State Education Code and other applicable laws

Knowledge of organization, policies, and rules of assigned department or program

Knowledge of medical terminology and practices

Knowledge of modern office practices, procedures and equipment

Knowledge of record-keeping techniques

Knowledge of basic bookkeeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of various computer software applications

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to make arithmetic calculations quickly and accurately

Ability to type at 55 wpm from clear copy

Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

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TRAINING REQUIREMENTS

Bloodborne Pathogens
CPR and First Aid Certification

WORKING CONDITIONS

Medical office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
