

Valley View Retirement Community – Job Description

Job title: Secretary
Department: Administration
Reports to: Administrative Secretary

FLSA status: Nonexempt
Classification: Admin. Support
Supervises: None

Position Summary: Perform secretarial support in an efficient manner in accordance with established procedures, and as directed by supervisor.

Qualifications required:

- Must possess, as a minimum, a high school education or its equivalent
- Must have a working knowledge of computers, input/output/retrieval, data, etc.
- Must be able to type a minimum of 45 words per minute, operate a word processor, effectively use a 10-key calculator
- Must adhere to and promote the mission and values of Valley View Retirement Community.
- Must be able to read, write, speak, and understand the English language and be able to work harmoniously with others

Qualifications desired:

- One (1) years' experience in a secretarial position, or successfully completed a secretarial science program from an accredited school/college is preferred. Must be knowledgeable with Microsoft Word, Excel, and computer software programs, with the ability to train staff as needed.

Essential functions and responsibilities:

- Receive and follow work schedule/instructions as outlined in established policies and procedures
- Operate telephone system, answer calls, transfer to the appropriate department, and follow procedures for personal calls.
- Maintain a current listing of residents, emergency phone numbers of on-call personnel, and department extensions.
- Promotes a hospitable (welcoming, friendly, social) environment as greeting visitors; giving directions/information to guests, residents, sales representatives, and monitor identification badges, etc.
- Responsible for counting VVPC fund and replenishing cash, balancing cash register drawer along with editing/correcting any mistakes with proof of findings on scheduled days of work, and other cash drawers as needed. Keeps accurate accounts.
- Assist with secretarial duties as assigned to include daily priorities, individual responsibilities, and administrative duties to include assisting department heads in administrative matters.
- Operate copier, office machines, fax machine, computer and staff training, enhance computer skills, lead individual.
- Agree not to disclose assigned user ID codes and passwords, resident protected health information, and report any suspected unauthorized attempts to access facility information systems.
- Orders and organizes all office supplies, forms, etc.
- Adheres to the organization's policies and procedures, code of conduct and compliance program
- Performs other related duties as assigned

Physical demands and work environment:

- The physical demands and work environment characteristics 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.
- *Physical demands:* Must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; push, pull move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet; push, pull, move, and/or carry such weight a minimum distance of 50 feet. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- *Work environment:* Subject to frequent interruptions; hostile and emotionally upset residents, family members, personnel, and visitors; injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants; exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses; the handling of and exposure to hazardous chemicals.

Approval/revision date: January 12, 2017, 7-20-20

General sign-off: The employee is expected to adhere to all company policies while employed.

I have read and understand the contents of this job description.

Signature: _____ Date: _____