

**JOB TITLE – FACULTY SECRETARY**

**HOURS M-F: 8:00 AM - 5:00 PM**

**SUPERVISOR: Director of Secretarial Services**

**SALARY Commensurate with Experience**

**FULL TIME POSITION**

**POSITION DUTIES/RESPONSIBILITIES:** Answer phones for office and physicians. Type and assist with internal and external reports and correspondence for designated physicians. Type, file, copy, fax, distribute, and retrieve records or documents throughout the facility. Retrieve, sort, open, and distribute designated physician mail. Maintain selected physicians' daily and monthly schedules. Assist designated physicians with internal/external correspondence. Maintain templates for clinicians in Epic. Manage time off for clinical group. Retrieve and distribute faxes throughout area. Assist visitors as needed. Comply with all regulations related to patient confidentiality. Cross-train and be able to provide backup for other secretaries as needed. Other duties as assigned by supervisor, medical director, and other physicians.

**REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:** High School diploma or equivalent required. College degree preferred

**REQUIRED EXPERIENCE OR SKILLS:** Computer literacy, typing 60-70 wpm, Microsoft Office Suite, Electronic Medical Records (Epic), knowledge of medical and pharmacy terminology, knowledge of grammar and punctuation rules