



**TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)**

**PO BOX 768 • PORTERVILLE, CALIFORNIA 93258**

**PHONE: (559) 784-2316 • FAX: (559) 791-2585**

**INTERNAL & EXTERNAL JOB POSTING**

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| <b>POSITION:</b>   | <b>TEMPORARY PHA EXECUTIVE SECRETARY</b> |
| <b>POSTING DATE:</b>   | <b>WEDNESDAY, SEPTEMBER 9, 2020</b>      |
| <b>CLOSING DATE:</b>   | <b>MONDAY, SEPTEMBER 21, 2020</b>        |
| <b>NUMBER OF OPENINGS:</b>   | <b>1</b>                                 |
| <b>RATE:</b>   | <b>\$ 17.00/ DOE</b>                     |
| <b>STATUS:</b>   | <b>FULL TIME/ NON EXEMPT</b>             |
| <b>IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.</b>  |  |
| <b>TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT <a href="http://WWW.TRIHCI.ORG">WWW.TRIHCI.ORG</a></b>  |  |
| <b>PLEASE SEND COMPLETED APPLICATIONS TO <a href="mailto:HUMAN.RESOURCES@CRIHB.ORG">HUMAN.RESOURCES@CRIHB.ORG</a></b>  |  |
| IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES. |  |



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

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PHONE: (559) 784-2316 • FAX: (559) 781-6514

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**POSITION DESCRIPTION**  
**PUBLIC HEALTH AUTHORITY EXECUTIVE SECRETARY**

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**Reports To:** Public Health Authority  
**FLSA Status:** FT, Non-Exempt  
**Date Created:** August 8, 2020

**Prepared By:** Human Resources  
**Salary Grade:** \$17.00 - \$20.00 per hour  
**Board Approval:** August 26, 2020

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**Position Summary:**

Working closely with and reporting directly to the Public Health Authority, the Executive Secretary functions to ensure that all executive-level clerical, administrative support and administrative operations responsibilities are coordinated and accomplished in a timely manner. In addition, the Executive Secretary coordinates and delegates items in order to assist the Public Health Authority function with records management, and other related duties. As a critical member of the administrative team, the PHA Executive Secretary must exhibit high levels of trust, confidentiality, discretion, judgment, organization skills, and multi-tasking abilities.

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**Essential Duties and Responsibilities:**

- a) Works closely with the Public Health Authority to schedule and coordinate a wide variety of meetings, including making reservations for meeting rooms and notifying meeting participants.
  - b) Attends and participates in Staff meetings, Department Heads meetings, Strategic Planning meetings, Board of Directors meetings, etc. Prepares draft agendas, takes meetings notes, and distributes meeting minutes within reasonable timeframes.
  - c) Maintains updated binders of meeting minutes, grant information, critical correspondence, and other information for easy access by the Public Health Authority.
  - d) Maintains, coordinates and updates appointment schedules and planning calendars for the Public Health Authority, including information regarding the beginning and expiration/due dates for reports and audits.
  - e) Types and prepares a wide variety of correspondences, reports, manuals, charts, tables.
  - f) Coordinates the screening of calls and visitors for the Public Health Authority, referring them to the appropriate staff or directly to the Public Health Authority if personal attention is required.
  - g) Manages requests for information and resolves or assists in resolving a variety of complaints made by employees, patients, and their families.
  - h) Manages all incoming correspondence to the Public Health Authority, determining proper action and at times, preparing responses before referring to the Public Health Authority.
  - i) Reviews outgoing correspondence and reports, ensuring accuracy, proper format, correct grammar, and verifies that any associated attachments or other factual information has been coordinated and completed.
  - j) Assists in the processes of gathering information and provides compiled reports and/or documents to the proper parties within assigned deadlines.
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- k) Assists other departments with typing, research, scheduling, and other related needs.
- l) Manages assigned projects within all designated guidelines.

**Additional Responsibilities may include:**

- a) Participates in all required staff meetings.
- b) Performs general office duties or other related responsibilities as needed and assigned.

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**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, and Abilities**

- 1) Ability to consistently exercise discretion and independent judgment.
- 2) Possess strong organization competencies, particularly in the areas of records management, scheduling, and organizational correspondence.
- 3) Demonstrate excellent interpersonal skills and the ability to interact effectively with a wide variety of individuals.
- 4) Demonstrate excellent oral and written communication skills, including a working knowledge of grammar, spelling, punctuation, and appropriate business document formatting.
- 5) Must have the ability to work under pressure in dealing with multiple tasks and constant deadlines, while maintaining attention to detail and accuracy.
- 6) Must have good communication skills and be able to effectively communicate with diverse populations.
- 7) Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
- 8) Possess strong computer operation knowledge (word processing software, advance graphics software, desktop publishing, and typing), and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
- 9) Must demonstrate the ability to maintain accurate records and prepare clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
- 10) Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
- 11) Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
- 12) Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
- 13) Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.

**Supervisory duties:**

The Public Health Authority Executive Secretary has no supervisory duties.

### **Education and/or Experience**

A high school diploma and at least 3 years of experience supporting an Executive Level position.

### **Certificates, Licenses, Registrations**

A current California driver's license and a good driving record are required for this position.

### **Preferred Qualifications and Contingencies**

An Associate's degree in business administration, management, organizational management, or a related area is preferred. Six (4) to eight (6) years progressive experience in an office management and/or coordination role, with four (3) to six (5) years as an Executive Administrative Assistant, is also preferred.

TRIHCI maintains a drug and alcohol free workplace, with all offers of employment being contingent upon the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

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**Physical Work Environment:** *The description provided here is representative of those conditions in which the Executive Secretary will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Executive Secretary is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Executive Secretary will move throughout the health center to meet with supervisors and co-workers, but maintains limited direct patient/client contact. Consequently, the Executive Secretary must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 10 lbs repeatedly and up to 25 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, and toxicants found on-site.

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**Disclaimer:**

*This position description lists the major duties and requirements for the Public Health Authority Executive Secretary position as established by subject-matter experts at the time of this document’s creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

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**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of Public Health Authority Executive Secretary. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

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| Employee Name (Print) |
| Employee Signature    |
| Date                  |