

RANGELY DISTRICT HOSPITAL  
**JOB DESCRIPTION**

JOB TITLE: Administrative Assistant

DEPARTMENT: Administration

FSLA STATUS: Non-exempt

REPORT TO: CEO

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**JOB STATEMENT:**

To be responsible for initiating and coordinating the clerical and secretarial functions required in effective implementation of administrative policies in a healthcare setting.

**JOB DUTIES:**

1. Interprets policies and procedures as established by administration.
2. Assists in establishing procedures that implement operational and/or fiscal policies.
3. Drafts financial, statistical, narrative, and/or other reports as requested.
4. Compiles data based on research techniques and on statistical compilations involving an understanding of operating unit programs, policies, and procedures.
5. Independently composes reports and correspondence containing decisions that tend to establish precedents and which may commit administration to a course of action.
6. Provides authoritative information that tends to establish precedents and which may commit administration to a policy or course of action.
7. Coordinates the activities of, and provides semiprofessional service to, the Board of Directors.
8. Arranges, participates in, and implements, as directed, conferences and board meetings.

**JOB SPECIFICATIONS:**

1. Associate degree (or equivalent) in business related field.
2. Three to five years of clerical experience, two of which must have included supervision, organization, coordination, and performance of duties at a responsible level.
3. Knowledge of common word processing and database systems.
4. Administrative and supervisory ability.
5. Physical demands:
  - a. Primarily a sedentary position. Must be able to sit long periods of time. Twisting,

bending, and some light lifting may be required.

6. Working conditions:

- a. Pleasant well lighted area.
- b. Must use universal precautions.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration

\_\_\_\_\_  
Date