

Position No: 576-184-1139-001	Date:
Class: Office Technician (Typing)	Name:
Under the general supervision of the Supervising Registered Nurse or designee, the Office Technician (Typing) provides clerical support to an assigned unit and other units under Nursing as needed. Incumbents must be familiar with the use of Microsoft Excel, Outlook and Office. Duties include but are not limited to the following:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Type, edit and review correspondence with a high degree of accuracy using Microsoft Office; summarize resident/staff meeting notes into minutes and submit to supervisor for review; access internet and intranet for specific assignments; create and maintain file folders to include departmental, confidential and administrative files; schedule appointments and maintain calendars; compile information and type monthly reports; order supplies and track items ordered and received; prepare purchase orders and supply requests; coordinate priority work with supervisor; assist in effectively supporting the needs of the facility and residents; may prepare and issue admissions documents; perform sensitive and difficult duties maintaining confidentiality of information; answer phones and direct calls; use prudence and sound judgment to resolve or refer questions appropriately; may have extended contact with veteran home applicants, residents and family members; exercise good judgment, initiative and tact in dealing with public contacts, residents, supervisors and managers; respond to a wide variety of telephone calls and resident call lights and route/direct as needed; maintain a current resident roster for the unit; maintain medical and resident records in the unit; route medical records as needed; coordinate and schedule residents for Barber services; assist residents as requested and during emergencies as needed.
40%	Utilize facsimile and copy machines; receive and distribute mail; schedule training classes for unit staff; maintain records of training to ensure employees are current; type, proofread and maintain confidentiality of performance evaluations, probationary reports and other sensitive information.
15%	Collect and review for accuracy, attendance/timekeeping documentation for designated staff and forward to supervisor for final review and signature; submit completed documents to Human Resources (HR); make travel arrangements, prepare itineraries and prepare and submit travel advances and claims to Accounting as needed; attend facility in-service training.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 576-184-1139-001		Date:				
Class: Office Technician (Typing)		Name:				
PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Review mail; prepare various forms, proofread documents; receive visitors.						X
HEARING: Answer telephone; receive and announce visitors; answer inquiries and provide verbal information.						X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.						X
WALKING: Distribute mail; distribute information; make copies.				X		
SITTING: Sit at desk to answer telephone; sort mail; perform other clerical typing duties.				X		
STANDING: Copy documents; distribute mail.			X			
BALANCING: As needed to perform clerical duties.		X				
CONCENTRATING: Answer multiple telephone lines; determine needs of callers and provide information; log mail and determine appropriate recipient; prepare various forms and documents.						X
COMPREHENSION: Understand needs of callers; understand policies and procedures.						X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.				X		
LIFTING UP TO 10 LBS:						X
LIFTING 10 -25 LBS:						X
LIFTING 25-50 LBS:				X		
FINGERING: Push telephone buttons; personal computer; copier.						X
REACHING: Answer telephone; distribute mail.				X		
CARRYING: Distribute mail; documents.			X			
CLIMBING: As needed to perform clerical duties.		X				
BENDING AT WAIST: As needed to perform clerical duties.		X				
KNEELING: As needed to perform clerical duties.		X				
PUSHING OR PULLING: Mail cart or deliveries.		X				
HANDLING: Sort and distribute mail; type.			X			
DRIVING: As needed to perform duties and attend training.		X				
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax; inserter machine; postage machine.						X
WORKING INDOORS: See all above.						X
WORKING OUTDOORS: Special events.		X				
WORKING IN CONFINED SPACE: Storage room, file room, etc.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____