

DUTY STATEMENT

DATE APPOINTED	PROGRAM NURSING	UNIT ICF- (331)		☒ CURRENT ☐ PROPOSED	
DATE LAST REVIEWED					
CIVIL SERVICE CLASSIFICATION OFFICE TECH (TYPING)		WORKING TITLE OFFICE TECH (TYPING)		POSITION NUMBER (Agency – Unit – Class – Serial) 574-331-1139-001	
WORK LOCATION VHC - BARSTOW	WORK SCHEDULE (Days & Hours) MONDAY-FRIDAY 8:00am – 4:30pm		TENURE PERMANENT		TIME BASE FULL-TIME
INCUMBENT (If Known)			COI (Yes or No) NO	WWG 2	CBID R04
Under the direction of the Supervising Registered Nurse, the Office Technician (Typing) provides clerical support to the unit and is responsible for duties including but not limited to the following					
% of time performing duties	ESSENTIAL FUNCTIONS				
30%	Perform maintenance of Patient Charts/Records. Assure that patient records are in good order; that all forms have correct patient identification. Review for signatures/initials, progress notes, patient data, etc. as directed by the Supervising Registered Nurse. File patient reports in a timely, accurate manner. Assemble/rearrange patient records when indicated. Make entries on patient records to identify patient movement. Follow established file management guidelines. Initiate and maintain logs as directed. Maintain schedules of required medical/nursing activities as directed. Input physician orders into the ADL electronic health record system.				
20%	Act as reception for assigned unit. Answer phones and direct incoming calls. Greet and direct visitors. Distribute mail to patients and staff. Answer patient intercom and direct patient requests. Facilitate communication within the nursing unit and with other hospital services. Schedule transportation for residents' medical appointments.				
15%	Act as Attendance Coordinator in gathering attendance documents, verifying receipt of necessary documents. Serve as a contact person and prepare personnel documents for Personnel Services Specialist in relation to unit vacancies and placements, employee benefits, reports, Family Medical Leave Act (FMLA), and general information.				
10%	Perform physician order transcription. Carry orders over to all appropriate documents. Requisition/arrange with other services for patient appointments, tests, consultations, escorts, medications, and supplies necessary to carry out the order. Initiate/maintain time-filing system of future tests, appointments, etc. Ready documents to accompany patients to appointments and track return documents.				

10%	Maintain Environment of Unit. Set up and maintain files. Track all patient records. Order supplies. Maintain and update unit information resources. Coordinate physical maintenance of Unit. Requisition unit repairs, track completion, and report problem areas to unit Supervising Register Nurse. Requisition equipment as directed and track status of orders pending receipt.
10%	Coordinate Unit-Level Conferences/Meetings. Coordinate and maintain IDT conference schedule. Notify patients, families, and involved services of date and time of meeting. Make necessary information available prior to the conference. Record proceedings of conferences assigned by unit Supervising Registered Nurse. Coordinate Unit Staff Meetings; notify staff of meeting dates and times. Work with Supervising Registered Nurse to develop the agenda. Attend meetings to participate and take minutes. Type and distribute meeting minutes
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. <i>Some travel may be required (i.e., travel to off-site conferences, meetings or training).</i>	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X

LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict-of-Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- **I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR**
- **I HAVE RECEIVED A COPY OF THE DUTY STATEMENT**
- **I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION**

EMPLOYEE NAME (Print)	EMPLOYEE SIGNATURE	DATE
SUPERVISOR STATEMENT: I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR NAME (Print)	SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES NAME (Print)	HUMAN RESOURCES SIGNATURE	DATE