

CLASSIFICATION: HOSPITAL UNIT ASSISTANT

Class Code: 5130-11

Date Established: 07-01-75

Occupational Code: 1-2-2

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform clerical hospital management duties concerned with patient care and supportive services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans and assigns the work of personnel performing clerical work in a hospital unit.
- Prepares preliminary unit budget requests and monitors the preparation of necessary records.
- Maintains leave records and notifies employees as to their balance on a regular basis.
- Trains new employees in the preparation and maintenance of clerical records.
- Keeps records of time worked by unit personnel and distributes paychecks on a bi-weekly basis.
- Maintains inventory controls of unit property and supplies and arranges for replacement or repair.
- Prepares special reports and other information concerning the hospital unit to which assigned.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

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Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Associate's degree in business management or completion of two years of college work including or supplemented by courses in business administration, bookkeeping and management. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year's experience in a responsible position including experience in office management activities, preferably with some experience in a hospital setting. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Considerable knowledge of modern office practices, equipment and procedures. Knowledge of business English, spelling and arithmetic. Some knowledge of departmental policies, rules, regulations, procedures, organization and function. Some knowledge of the principles and practices of public administration. Some knowledge of sources of information and the methods and techniques used in administrative research. Working knowledge of principles and practices of bookkeeping and office management. Ability to gather, assemble, correlate and analyze facts and identify existing or potential problems. Ability to understand and carry out complex oral and written directions. Ability to establish and maintain effective working relationships with hospital employees and relatives of patients. Ability to maintain fiscal or departmental clerical records and to prepare reports from such records. Ability to assign, check and review the work of other clerical employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.