
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Clerk General

Grid: 15

Class Title: Nursing Secretary

I. Level Definition

Positions at this level perform secretarial duties for nursing administrative officials.

II. Typical Duties

1. Types technical and non-technical material such as correspondence, medical reports, statements, medical billings from drafts, revisions or dictating machines.
2. Sets up and maintains filing systems for material such as correspondence, personnel records and departmental files.
3. Composes and signs routine correspondence such as confirmation of appointments and form letters as directed or drafts correspondence for review and signature.
4. Arranges meetings as directed, books meeting rooms, types and circulates notices and agenda. Records, transcribes and distributes notes or minutes of meetings.
5. Performs a variety of clerical duties such as answering the telephone, making appointments and maintaining appointment calendars by arranging and confirming appointments
6. Makes travel and hotel arrangements and reservations.
7. Maintains records such as statutory holidays, vacations taken and staff evaluations; forwards appropriate forms to nursing units for completion and follows up as required.
8. Compiles statistics such as bed occupancy levels, numbers of work injuries and amount of sick leave taken.
9. Types materials such as reports, evaluations and correspondence.
10. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, medical terminology and two years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 55 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.