



POSITION NUMBER: 12612

**UNIVERSITY OF SOUTH ALABAMA  
HUMAN RESOURCES  
ANNOUNCEMENT OF VACANT POSITION**

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**TITLE:** Secretary IV  
Regular Full-time

Primarily Monday - Friday  
Primarily 8A-4:30P

**MINIMUM REQUIREMENTS:** High school diploma or equivalent and three years secretarial experience. Ability to type 35 correct words per minute.

**ESSENTIAL FUNCTIONS:** Abides by and enforces all compliance requirements and policies and performs these responsibilities in an ethical manner consistent with the organization's values. Adheres to hospital policies including confidentiality. Requires minimal supervision to safely perform essential functions. Utilizes proper body mechanics when moving equipment and or supplies that is necessary to perform essential functions. Schedules and arranges meetings for QM director, other department members as directed. Maintains meeting and appointment calendar for QM director. Assists QM director by handling routine administrative or office management duties. Gathers, processes and maintains information required to prepare the department annual budget. Prepares and routes personnel action forms. Coordinates and requisitions routine department purchases. Coordinates the completion of time sheets by distributing, collecting and checking for accuracy before submitting to payroll. Coordinates completion of timesheets using the computerized timekeeping system. Reports broken or malfunctioning equipment. Acts as receptionist, screens, greets, announces and routes visitors. Receives, handles, transfers phone calls and messages received in the department. Prepares memorandums, letters, announcements, job descriptions, reports, policy and procedures and other documents using a personal computer and word processing and spreadsheet software. Compiles information for completion for various surveys. Serves as recording secretary at various hospital meetings; types and prepares committee and staff minutes in approved form. Prepares, maintains and distributes meeting minutes, agenda, hand-outs and other materials. Arranges and coordinates meetings, plans yearly meeting schedules. Prepares and reconciles travel documents by preparing necessary paper work, registrations, making reservations, confirmations, and reimbursements. Files and maintains records, correspondence, and other records. Receives, screens, and reviews incoming mail. Composes responses and memos as directed by the QM director. Coordinates workload and worktime with Education secretary. Supports Education secretary as needed. Communicates and uses appropriate customer relations skills with physicians, patients, families, healthcare team and staff in person and via telephone. Answers telephone calls and routes or responds to questions as required. Communicates with personnel department regarding necessary requirements when completing personnel forms. Communicates with payroll department regarding information needed for payroll. Communicates with Education secretary regarding shared tasks and responsibilities. Maintains accurate and complete records. Maintains office filing system. Cooperates, helps others and improves the performance of Quality Management. Completes all mandatory unit, educational and hospital requirements. Utilizes cost effective practices in performing all aspects of the job. Adheres to current Infection Control and Safety Standards. Participates on committees as assigned. Participates in Performance Improvement activities through quality measurement or participation of ICARE process as assigned. Regular and prompt attendance and the ability to work schedule as assigned and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 4:30 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources  
University of South Alabama Children's and Women's Hospital  
1700 Center Street  
Mobile, Alabama 36604  
[jobsusacw@usouthal.edu](mailto:jobsusacw@usouthal.edu)

LOCATION: USA Children's and Women's Hospital  
Quality Management

OPEN AS OF: February 19, 2008

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