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# Example of Confidential Secretary Job Description

Our company is hiring for a confidential secretary. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for confidential secretary

* Organizes and maintains confidential departmental files
* Types and distributes all on-call coverage schedules
* Acts as liaison with medical records at both sites
* Contacts physicians concerning incomplete medical record, BTL and Hysterectomy consent forms, all TOP certificates
* Schedules departmental library and conference rooms
* Runs errands at other locations when required

## Qualifications for confidential secretary

* Answers departmental phone calls, take accurate telephone messages, demonstrate good judgment in screening and/or routing calls to physicians, administrators and to other departments
* Performs general secretarial functions including filing, photocopying and faxing
* Takes dictation, type, and distribute letters and memorandum
* Picks up and drops off mailings to RH mailroom daily
* Schedules and confirms departmental staff meetings, including private practice committee, OB management committee, and departmental executive committee
* Types manuscripts for professional journals, prepares material and types research grant requests