



Example of Secretary, Unit Job Description

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Our growing company is looking for a secretary, unit. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for secretary, unit

- Prepares financial transactions which include receiving and disbursing funds, posting ledgers and balancing system
- Controls and distributes indigent stamps to those residents who qualify so that program is not abused
- Posts in own handwriting and audit inmate time on time cards from weekly time sheets from supervisors
- Posts in own handwriting inmate pay to inmate ledger cards
- Updates inmate roster on computer, documenting all inmate movement, new arrivals placements, and departures so that an accurate accounting of inmates is maintained and contract requirements are met
- Collects and mails all client signature sheets and probation reports verifying that each sheet and report is accurate and submitted in accordance with contractual requirements
- Submits reports to the State for verification and send to the corporate office within time limits established so that reimbursement can be made in a timely manner
- Participates in staff meeting by sharing observations and recommendations regarding the facility, residents and staff relations to identify and solve problems and function as a unified team
- Performs clerical functions for physicians within the Unit Secretary's sphere of responsibility
- Answers telephone and calls light system, takes messages, and

Qualifications for secretary, unit

- Acts as a receptionist on unit
- Must have excellent customer service and strong organizational skills
- Patient Care Director
- His/her designee
- Previous clerical or receptionist experience preferred
- Current BLS if permanently working in patient care area