



Job Title: Floating CSR

Job Group: III

Location: Buffalo & North Collins, NY

Reports to: Supportive Services Supervisor

Note: These are temporary project positions. Two positions will be approximately 1 year positions at a nearby location to Cayuga and one position will be approximately a 6-month position at North Collins. Both will be responsible for the Lincoln Storage processing of old medical records at these sites. All three positions will involve retrieving records, recording medical records identifying information on Excel spreadsheets, boxing up records, bar coding, and completing inventory forms. Highly detailed orientation is required. Once the projects are completed, the floating CSRs will move to Floating CSR work pool.

SUMMARY:

The Secretary is responsible for the day to day secretarial, data processing and clerical duties of the program. Performs all required reception, typing, transcription, filing, computer operation as well as other general office activities.

RESPONSIBILITIES:

- Types agency correspondence, reports, certificates.
- Composes routine correspondence.
- Screens and routes telephone calls and visitors.
- Enter data into computer.
- Produces reports from computer.
- Prepares and monitors client billing as required.
- Operates word processing program.
- Operate and maintain office equipment.
- File agency records and materials.
- Maintain staff attendance records as well as client appointments.
- Other duties as assigned.

QUALIFICATIONS:

High school diploma or equivalency including or supplemented by courses in typing and computer operations plus one (1) year full time paid experience performing some combination of secretarial and data entry duties OR graduation from two (2) year business school with courses in typing and computer operations. A valid New York State Driver's license and a car is a must.

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