

## **POSITION: SECRETARY – HEALTH UNIT**

### **BASIC FUNCTION OF POSITION**

Serves at least 60 percent of the time as the personal assistant to the Foreign Service Health Practitioner. Receives patients to Medical Unit providing information requested. Sets up appointments for patients personally and by telephone. Answer telephone calls, make telephone calls and relay messages. Perform clerical duties such as filing, typing correspondence, cables etc.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Serves as personal assistant and advisor to Foreign Service Health Practitioner, and other key U.S. Officials, host country Medical Officials, overseas Medical Centers and other required Health Unit needs in matters of protocol.

Answer telephone calls and relay messages. Receives visitors to the office, providing information requested or referring callers and visitors to other and also schedules appointments for the Health Unit.

Draft social and other correspondence and translates communications, where appropriate, between English and host country language. Performs translation duties.

Prepares contact lists and guest lists for representational, drafts invitations and traces acceptances and regrets; draws itinerary for Regional Visits.

Performs and composes difficult and complicated typing of a wide variety of narrative and tabular materials, including memoranda, independent correspondence, cables and directives. Performs clerical duties such as filing, typing medical channel cables for the Health Unit, etc. Responsible for Time & Attendance reporting records for Medical Unit. Also performs laboratory formatting, reporting for use at the Medical Unit laboratory.

Prepares Medical Unit's monthly statistical reporting for M/MED, Washington, which includes the laboratory data.

Prepares technical and scientific papers, charts and statistical tables with medical terminology, which is widely used, and consequently the high degree of accuracy required in spelling, syllabification, and established rules of medical footnoting and identification of source documents is such that frequent reference to technical dictionaries, and textbooks is necessary.

Searches files and records for information and references. Assembles materials for use in preparing reports, correspondence, technical papers, etc.

Responsible for requisition of medical supplies and equipment for the entire Medical Unit; and in the absence of the nurse, coordinates with GSO Procurement in matters of pending purchase orders. Initiates new procurement for the Medical Unit and manages the process of procurement.