



OAHU REGION

HAWAII HEALTH SYSTEMS CORPORATION

DATE POSTED: DECEMBER 8, 2021

JOB TITLE: PRIVATE SECRETARY (EXEMPT), Full Time/W Benefits

LOCATION: Leahi Hospital, Kaimuki, Kapahulu/Kahala, Oahu*

SALARY: NEGOTIABLE

***The incumbent of this position may provide services at HHSC-Maluhia.**

JOB DESCRIPTION: This position serves as secretary and confidential personal assistant to the Chief Executive Officer (CEO) and Chief Administrative Officer (CAO) of the Oahu Region, which includes Leahi Hospital and Maluhia. This position actively participates in the management of the CEO/CAOs office by assuming full responsibility for the administrative and clerical details of the office. The incumbent has regular access to knowledge of confidential information relating to employer-employee relations, policy matters, program plans, etc. Considerable tact and judgment are required in dealing with such matters, and the handling of callers, visitors, other employees and officials, members of the Board of Directors, Executive Management Team, Physicians Advisory Group, news media, and members of the general public. Performs other duties as required/assigned. Position is exempt from Civil Service.

MINIMUM QUALIFICATION REQUIREMENTS:

- **Education:** High School graduate.
- **General Experience:** Six (6) months of work experience which involved performance of tasks which demonstrated knowledge of communication skills, English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions, scheduling and coordination, speak and write simply and directly.
- **Specialized Clerical Experience:** Two years of progressively responsible and substantive clerical work experience which demonstrated possession of, in addition to the knowledge and abilities noted under General Experience, knowledge of MS Office, internet access and searches, common office equipment, the ability to carry out procedures in clerical work systems and to perform secretarial-type tasks including, but not limited to, several of the following: serving as telephone and walk-in receptionist; maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence; reviewing outgoing correspondence for grammar, spelling, and formatting; maintaining a log of pending work; etc.
- **Secretarial Experience:** In addition to the above General and Specialized Clerical Experience, three years of progressively responsible substantive work experience which demonstrated the ability to perform secretarial duties including, but not limited to the following: (1) providing personal assistance to an administrator or executive by attending to the administrative details of an office; (2) having an overall awareness of the activities and administrative framework of a program/organization; and (3) exercising sound judgment.

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MEDICAL/PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be contingent on successfully passing a pre-employment physical examination, which includes drug screen and other regulatory medical requirements such as, but not limited to, two-step tuberculosis (TB) screen. The cost for physical examinations, except the cost for drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation.

COVID-19 VACCINATION REQUIREMENT: COVID-19 vaccination is a condition of employment for Hawaii Health Systems Corporation. After receiving a conditional offer of employment, all prospective new HHSC employees are required to be fully vaccinated against COVID-19. New employees are required to provide confirmation of their full vaccination status by presenting their CDC vaccination card or VAMS Certificate prior to their start date.

OBTAIN APPLICATIONS VIA WEBSITE AT: www.hhsc.org and email application via email to: oahujobs@hhsc.org. Call (808)733-8070 for questions.

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