

POSITION OPENING

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| POSITION: MEDICAL SECRETARY | STATUS: PART TIME |
| DEPARTMENT: RADIOLOGY | HRS/PAY: VARIES |
| SUPERVISOR: RADIOLOGY MANAGER | JOB GRADE: C-1 |

RESPONSIBILITIES

A part time medical secretary position is available in Radiology. The hours will vary based on volumes. Individual must be able to demonstrate competency in exhibiting excellent communication and telephone skills; and demonstrate superior customer relation skills. Performs all secretarial/clerical functions for the timely and efficient operation of the department by coordinating and maintaining effective office procedures and efficient workflow. Maintains filing and record management systems and demonstrates the utmost discretion and integrity regarding confidential information. Obtains and enters orders into EHR and must professionally interact with the technologists and radiologist.

Medical education or working in a medical field with knowledge of medical terminology preferred. Excellent organization, typing and/or computer skills required.

Physical Demands: Moves throughout the offices the majority of the day. Minimal lifting required.

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 08/22/2025 – 08/26/2025

Application Deadline: Noon on 08/27/2025