

Position Description

Job Title:	
Department:	Date:
FLSA:	Work Location:
Employee Category:	Work Schedule:
Reports to:	Percent Employment:
Direct Reports:	

Job Summary:

Job Duties:

Administrative Assistant

Ultrasound Coordinator

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

Working Conditions and Efforts:

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is "at-will." This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the "at-will" employment status of VCOM em