

Job Description: SECRETARY II (WIC)

CLASS NO. 2705

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Provides clerical and administrative support services to the county WIC program, including maintaining accurate patient records and performing clerical and light bookkeeping duties.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Licensed Vocational Nurse, Health Department RN, Nurse Practitioner
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has frequent contact with patients, other departmental employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Performs clerical duties, including typing reports, letters, and other correspondence, and performs light bookkeeping duties, including maintaining accounts payable and receivable registers;

Maintains and updates participant files and records;

Processes participant intake, screening, and certification records;

Schedules patient appointments;

Explanation of eligibility to applicants;

Issuance of food cards to clients; train clients in use of food cards;

Check ineligibility records for participants;

Maintains inventory of equipment and food vouchers and orders office and medical supplies as needed;

Collects program data and prepares weekly and monthly reports as required; including successful transfer of data daily to the Anahuac WIC office, from the satellite WIC clinics;

Other daily reporting including clients under the age of 17;

Assists nurse as needed;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 7/9/2013

CLASS NO. 2705 (Continued)

Coordination with other WIC agencies for client transfers;

Serve as Assistant Breastfeeding Coordinator.

Other Important Duties*

Serve as a translator on a daily basis

Performs such other related duties as may be assigned.

Assistance with financial reporting;

Preparation of WIC reporting for time allocation on duties including administration, nutrition, and breastfeeding; the cost allocation thereof;

Upkeep with WIC time records;

Other monthly WIC reporting including: Performance, Participation, and Extended Hours report;

Monthly 813 voucher reimbursement requests / 269 financial status reimbursement reports;

Quarterly WIC Financial Reporting (SSF-269A)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: bookkeeping and clerical procedures; and Texas Department of Health records retention policies.

Skill/Ability to: deal with patients in a non-judgmental and empathetic manner; demonstrate proficiency in both oral and written communication; understand and follow written and oral instructions; perform basic mathematical calculations; operate modern office equipment, including typewriter, calculator, copier, fax machine, and computer using standard word processing software; maintain complete accurate records as required; establish and maintain effective working relationships with patients, departmental employees, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least two year of related clerical experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

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