

Job Description: CLERK (INDIGENT HEALTH)

CLASS NO. 2903

EEOC CATEGORY: Office and Clerical

PAY GROUP: 8

FLSA: Nonexempt

SUMMARY OF POSITION

Provides assistance to the Indigent Health Care Coordinator and the Caseworker in the day-to-day activities of the Indigent Health Care office. Performs general office secretarial duties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Indigent Health Care Coordinator
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county officials, social service provider agencies or organizations, program participants, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists Indigent Health Care Coordinator and Caseworker in the daily tasks of the Indigent Health Care office;

Screens and refers clients to other agencies as required;

Performs general office secretarial duties, including filing, typing, data entry, word processing, computer records retrieval, etc.; and

Answers office telephones, takes messages, and directs calls as required.

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 2903 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office procedures.

Skill/Ability to: operate standard office equipment, including typewriter, calculator, and computer using standard word processing software, and other standard office equipment including copy and fax machines; utilize correct business English, spelling, and punctuation; and establish and maintain effective working relationships with co-workers, county officials and employees, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

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

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

CERTIFICATES AND LICENSES REQUIRED

None.