



# JOB DESCRIPTION

## AGENCY

Meigs County Health Department

New Position     Change

### COUNTY OF EMPLOYMENT

Meigs

### USUAL WORKING TITLE OF POSITION

Clerical Specialist

### TITLE OF IMMEDIATE SUPERVISOR

Administrator

### NORMAL WORKING HOURS (Explain unusual or rotating shift)

From: 8:00 A.M. to 4:00 PM-7 hours per day full-time position - 35 hours per week (Classified/non-exempt)  
Evening and weekend hours as needed.

### NORMAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May have occasional exposure to blood, bodily fluids, and tissue; may have exposure to unruly children and adults; may have occasional operation of a vehicle in inclement weather; may require minimal lifting.

### ESSENTIAL FUNCTIONS

100%

Perform multifaceted general office support; Assist Grant Managers and Administration with Program Planning, Policy Development and Interagency Coordination of Medical Services; Be the initial liaison between the public and MCHD.; Greet office visitors and callers; Respond to routine inquiries or refer the request/matter to the appropriate staff member; Responsible for ensuring safe guest entry into facility; Monitor the lobby and security cameras; Notify a supervisor about any concerns and utilize panic button as appropriate; Register patients for all clinical/nursing services offered in-house or during outreach efforts; Maintain caller/visitor records.; Assist in the collection and maintenance of information through data entry systems and other methods as assigned; Assume responsibility for the accurate collection and recording of monies coming into the agency –count and record monies remitted, record/issue receipts and deliver funds for deposit to the Administrative Assistant/Administrator; Perform various secretarial duties to facilitate agency operations; Place or make follow-up phone calls to schedule appointments or respond to inquiries; Issue appointment reminders when necessary; Prepare correspondence(s); Consult with the Administrator to order materials and supplies for agency or division as needed; Maintain paper and electronic records by updating records to ensure accuracy and completeness to ensure records are maintained in accordance with applicable law, policy and procedure; Maintain thorough knowledge, understanding, and skill using a variety of software programs (IMPACT SIIS, eClinical Works, etc.); Attend meetings, seminars, and training sessions as necessitated; Receive and respond to questions from the public and/or officials; Distribute forms and ensure required documentation for services is complete and accurate; Prepare mailings (including certified mailings as needed); Ensure mail is deposited daily into an approved USPS receptacle; Receive and appropriately disseminate deliveries in a timely manner; Participate in accreditation including quality improvement, workforce development, branding, performance management and strategic planning efforts; Perform medical claim billing and reconciliation; Oversee MCHD Micro Market (communicate with Administrator purchase needs and collect and record monies); Update promotional, electronic slideshow to ensure timeliness; Make and post signs, flyers, etc. as requested; Assist Administrative Assistant with monthly cashbox reconciliation and maintenance of Human Resources bulletin board as requested.

### MINIMUM ACCEPTABLE CHARACTERISTICS

**Knowledge:** Community resources and contacts; 10 Essential Public Health Services; Agency organizational structure; Agency programs/services; Use of office equipment; medical claim billing experience preferred

**Skills:** General clerical and mathematical skills; Basic computer skills including use of Microsoft software; Typing skills; Verbal communication skills; Organizational skills; Cultural competency; Customer service; Stress tolerance; Attention to detail; Honesty/integrity; Filing; Information management; Typing; Proofreading; Timeliness; Forward thinking

### REQUIRED EDUCATION AND EXPERIENCE

Associates Degree preferred.  
Previous clerical and medical claim billing experience preferred.

Signature and Date of Employee  
*I have reviewed my job description and understand the contents.*

Signature and Date of Agency Representative

Revised April 2022

	<p><b>Other duties as assigned, but not limited to:</b>  Meet all job safety requirements and all applicable safety standards that pertain to essential functions; observe confidentiality of client and agency information; Adhere to HIPAA requirements; Support and work toward the mission and vision of the Health Department; Ability to drive on a regular basis for business; Exhibit dependable attendance habits; Represent the Health Department favorably to the public; Maintain and improve knowledge and skills via attendance at trainings, meetings, seminars, and continuing education; assist with the promotional efforts for the Health Department's programs and activities both internal and external; Ensure compliance with standards, laws, regulations as promulgated by regulatory agencies, federal and state government; Function within the public health's emergency response and assume proper ICS role during public health emergencies; Participate in emergency preparedness trainings and exercises as required.</p> <hr/> <p>Job Specific Competencies Based on the Core Competencies for Public Health Professionals</p> <ol style="list-style-type: none"> <li>1. <b>Analytical/Assessment:</b> 1A1. 1A3. 1A4. 1A8</li> <li>2. <b>Policy Development/Program Planning:</b> 2A2. 2A8. 2A6, 2A10.</li> <li>3. <b>Communication:</b> 3A1. 3A2. 3A4. 3A5.</li> <li>4. <b>Cultural Competency:</b> 4A4. 4A5.</li> <li>5. <b>Community Dimension of Practice:</b> 5A1. 5A4. 5A7.</li> <li>6. <b>Public Health Sciences:</b> 6A3. 6A8.</li> <li>7. <b>Financial Planning:</b> 7A1. 7A3. 7A5. 7A6. 7A10. 7A11. 7A12.</li> <li>8. <b>Leadership and Systems Thinking:</b> 8A1. 8A6. 8A7. 8A9.</li> </ol> <p><i>Employee is presented with a copy of the Core Competencies from the Council on Linkages Between Academia and Public Health Practices</i></p> <p>Organizational Competencies—All MCHD employees are expected to meet specified competencies in the following areas:</p> <ol style="list-style-type: none"> <li>1. Excellence</li> <li>2. Customer Service</li> <li>3. Trustworthiness</li> <li>4. Leadership</li> <li>5. Accountability</li> <li>6. Teamwork</li> <li>7. Communication</li> <li>8. Confidentiality</li> <li>9. Learning</li> </ol>	<p><b>MINIMUM QUALIFICATIONS</b></p> <p>Valid state issued Driver's License; ongoing proof of automobile insurance coverage. Non-tobacco user. Successfully pass a B.C.I. background check. Good health, high moral character, and good attendance record.</p> <p><b>EVALUATION:</b>  Successful completion of a 6-month probationary period with mid probation and final probation evaluations completed by immediate supervisor and revised by Health Commissioner. Annual performance evaluation will be conducted as outlined in the MCHD's Employee and Procedure Manual and based upon annual performance goals as agreed upon by employee and immediate supervisor.</p>
--	---	--

An Equal Opportunity Employer