

Marion County Public Schools  
Job Description

Position Title: Nurse Clerical Assistant Reports To: Superintendent/Designee Approved By: Marion County Board of Education    Date: MAY 2016 Job Class Code: 7783
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**BASIC FUNCTION:**

Perform a variety of clerical and technical support duties in support of a specific program involving technical knowledge within the program; serve as the resource person to train others, attend training programs, and share knowledge gained with other staff.

**DISTINGUISHING CHARACTERISTICS:**

Perform specialized duties requiring technical knowledge of specific programs and have regular and purposeful contact with program personnel to include clerical duties as well as on site training of other staff.

**REPRESENTATIVE DUTIES:**

- Perform a variety of clerical and technical support duties in support of a specific program involving technical knowledge within the program; assist others in the implementation of program objectives and activities.
- Perform responsible duties in support of a specific program at the District or school level.
- Work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
- Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
- Provide input to District-wide reports for an assigned program; monitor program results as directed.
- Monitor files and records regarding participants, students, parents, proper statistics and data and other matters.
- Review and monitor program as assigned, diagnose problems and provide for proper resolution.
- Represent the assigned program at District, school and community meetings and conferences as directed.
- Analyze program material and provide input for modification as required; review application from participants and determine program eligibility.
- Research, collect and compile data as directed to develop reports; analyze data and suggest implications.
- Proficient knowledge and ability to perform billing attend workshops and disseminate necessary information resulting from training.

- Ability to teach/instruct other staff in problem solving and ability to address problems.
- Proficient ability to perform all computer data entry.
- To properly file reimbursements and manually post claims.
- Ability to maintain alphabetical, numerical and subject filing systems.
- Operate and compute amounts using electronic equipment.
- Working knowledge of reports and proper way to print billing.
- To collect forms and fees and follow-up with resubmissions and corrections.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

- Specific program to which assigned to include current Medicaid Source Information Systems.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulation related to assigned activities.
- Policies and objectives of assigned and program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

### **ABILITY TO:**

- Train others in proper data entry and reimbursement procedures.
- Assist with responsible duties for a specific program.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Operate a computer terminal.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines. Work independently with little direction.
- Meet schedules and time lines.
- Maintain regular and predictable attendance.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years instructional experience including at least one year in the area of specialty.

