

NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING

OCTOBER 23, 2020

OFFICE CLERKS [Code: OFCL]

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Do you like new challenges? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Clinical Services Division is accepting applications for transfer from Office Clerks to work full-time in an office environment to support the Clinical Services Division, enabling professionals to provide direct clinical public health services to protect the health and safety of the community and to perform related duties as required. Initially, this position will spend 75% of his/her time performing Receptionist Duties (Essential Function #8) at the District Office receptionist's desk in Florence, KY, may be required to work at any location. We could be waiting for YOU!

Status: Full-time (40 hours/week) non-exempt (hourly pay) merit system positions
Classification: Office Clerk
Band: 3
Starting Pay Rate: \$12.99 to \$15.06 (based on your years of directly-related paid experience)
Reports To: Support Services Supervisor

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Essential functions include, but are not limited to:

- 1. Performs support services for assigned program(s)** (*Assists billing clerks with billing functions as needed. Reviews the 1962 Report and conduct WIC outreach mailings/phone calls to individuals who are new to Medicaid with a goal to get them signed up for WIC services. Checks and prints Medical Cards for Nutrition Services staff. Troubleshoots problems in portal for Nutrition Services staff as needed.*)
- 2. Prepares a variety of drafts of correspondence, reports, and forms on behalf of supervisor or others in division program(s)** (Prepares draft memos, letters, and other communications from templates. Updates forms needed by assigned program(s). Prepares simple or routine and non-routine reports.)
- 3. Coordinates meetings/functions/events assigned by supervisor or others in division** (*Schedules appointments for Nutrition Services staff as needed.*)
- 4. Establishes and maintains filing system and/or database** (Maintains existing filing system(s). Scans records for electronic files and/or reports. Moves paper records to appropriate folders. Archive/purges and destroys records no longer needed. Makes notations on records. Enters data into databases. *Updates the electronic Master Index monthly. Enters Master Card data into the Access database. Updates Vaccine Log with shipment information received from health centers. Enters client PEFs in portal for Nutrition Services. Enters peer counselor referrals into peer counselor database. Enters home visiting referrals into home visiting database.*)
- 5. Communicates on behalf of supervisor or others in division** (Makes phone calls or sends e-mails or written correspondence from specific direction/script/template as assigned.)
- 6. Ensures that supplies and equipment routinely used by individual(s) is ready for use** (Inventories, orders and maintains office supplies routinely used by individual(s). Orders non-routine office supplies and equipment needed by individual(s). Performs simple maintenance and troubleshooting on office equipment. Refers complex maintenance and troubleshooting to Division Secretary.)

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7. **Ensures that routine office functions specific to division are performed to standard** (Assembles *charts*, packets and other materials used by *Nutrition Services* program(s) or for meetings from existing materials according to sample. Handles mail. *Mails Self Pay Invoices*. Ensures routing and delivery of items.)
8. **Performs receptionist duties** (Answers phones. Greets visitors. Forwards calls. Answers non-technical and/or program-specific questions from callers. Keeps resources current at the front-desk.)
9. **Completes special projects** (Responds to public health emergencies as assigned. Completes other special projects.)
10. **Performs other duties** (Attends work as scheduled or use approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports.)

Minimum Qualifications:

Minimum qualifications for applying include a valid, active, driver's license and one of the following:

- High school diploma.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Desired Qualifications:

Same as above plus current knowledge of NKY Health programs/services and/or bilingual English/Spanish.

To Apply:

Apply through CareerBuilder ONLY (www.careerbuilder.com).

We're sorry but to be fair we have to discard paper applications, faxed applications, and e-mailed applications without considering them.

For immediate consideration please apply by 11/2/2020.

We'll accept your application as long as the position is posted on CareerBuilder.

Please reference code OFCL on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – OFCL

Please visit our website at www.nkyhealth.org to view other opportunities to join our family.

EEO/M/F/Vets/Disabled/H