

Lincoln County Job Description

Position: Fiscal Clerk

Department: Health Department

Pay Grade: Fiscal Clerk Position Scale

FSLA: Non-Exempt

Revision Date: May 2015

Reports to: Director/Health Officer

Purpose of Position

The purpose of this position is to perform a variety of clerical tasks related to clients and financial accounts and records all necessary for the daily operation of the various program within the department. Although clerical duties are included, self-directed and program-related tasks are involved, as well as independent decision-making.

Essential Duties and Responsibilities

Under general supervision and or as part of various workgroups and teams, the Fiscal Clerk performs the following functions within the overarching framework of Lincoln County Health Department's provision of the core functions and essential services of public health. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Public Health Science

1. Provide specialized and/or technical Department and Program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person.
2. Interviews internal and external customers to establish program-specific documentation and/or identify services needed.
3. Establish, maintain, code, modify, track and or retrieve information and compile data that may require information searches through files, contracts, records, or computer files, including spreadsheets and/or customized database applications; enter, obtain and/or verify information and make sure the appropriate disposition of evidence and/or exhibits follow established clearly defined methods and guidelines.
4. Provides clinic support and coordination as needed including scheduling clinic times and dates, appointments, reminder calls, registration, and preparing clients for their appointment.
5. Maintains, inventory, order, collect and distribute supplies and/or equipment.
6. Maintains vaccine inventory and prepares monthly vaccine usage report. Assist with equipment temperatures as needed.
7. Orders and maintain lab supplies; i.e. drug, water, rabies, stool, hemoglobin, and lead. Provides technical assistance on lab shipping.
8. Keeps appraised of the various laws, regulations, policies and program procedures relating to the department.
9. Orders health education resources and materials; assists in maintaining resource library.
10. Maintains confidential client records and prepare and maintain accurate and clear reports (financial) as required by policy.
11. Modifies and updates desk procedures that relate to work.

Analysis and Assessment

12. Prepares monthly public health statistic report and maintains those statistics for annual report.

13. Updates the Immunization Registry–WIR.
14. Creates and maintains birth record data reports; maintains birth mailing databases; assembles and mails monthly parenting newsletters.
15. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Community Dimension of Practice

16. Gathers, organizes and provides public health information and data with individuals, community groups, other agencies, internal customers, and the general public about physical, behavioral, environmental, social, economic, and other issues affection the public's health.
17. Under general supervision, prepares public health documents and reports.

Policy Development and Program Planning

18. Provides technical assistance for the school and daycare immunization audit to area providers, daycares, staff and schools. Prepares and submits state immunization audits annually.
19. Collaborates in the development of and provides clerical/technical and administrative support to departmental quality improvement, performance management, and evaluation activities.
20. Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.

Communication and Cultural Competency

21. Answers telephones; screen calls, responds to inquiries and/or refers callers to appropriate agencies or county department.
22. Replies to general inquiries and correspondence. Transcribes and types letters, memos, reports, lab results, patient records and related material.
23. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientation, lifestyles and physical abilities.
24. Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.

Financial Planning and Management

25. Reviews eligibility status for billing services.
26. Performs light to moderate numerical calculations involving cashiering, reconcile accounts, electronic claims submission, program billing, and/or other applications. Receipts payments and deposits with necessary paperwork.
27. Prepares and submits eligible claims for monthly billing and grant reports (i.e. Head Start, occupational health services, Tb skin testing, Medicare, Medicaid and HMOs).
28. Performs all administrative, technical/clerical activities related to Department and/or program purchasing according to Departmental policies and procedures.
29. Keeps up-to-date with billing requirements including software use, eligibility, and contracts (Head Start, MOUs with Health Maintenance Organizations (HMOs), TB Dispensary, PNCC), etc.
30. Prepares and completes annual WIMCR reports.
31. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Leadership and Systems Thinking

1. With general supervision, manages projects that support public health interventions.
2. Adheres to Occupational Safety and Health Administration standards relevant to job duties.

3. Responsible for professional growth and development in pursuing education, participate in committees, conferences, workshops, in-services and contribute to a work environment where continual improvements in public health core competencies are practiced and pursued.
4. Coordinates and orientates new staff to computer and phone system. Provides technical assistance to staff on equipment and/or computer software or programs.
5. Coordinates staff CPR certification, TB skin testing and immunizations for staff.
6. Assists in coordinating volunteers providing clerical support.
7. Participates in public health emergency response training and exercises in support of disaster preparedness consistent with job classification.
8. Performs public health emergency response duties as assigned with job classifications and training provided, in response to threats to the public's health. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.

Other

9. Provides back up to Program Assistant as necessary.
10. Maintains and secures equipment and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or the equivalent; or one to three months related experience and/or training; or equivalent combination of education and experience.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices and other facilities.

Computer and Office Equipment

- Must be proficient in Microsoft Office programs and ability to use the Outlook, Access, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Ability to utilize a personal computer for data management including word processing, e-mail and information gathering.

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to communicate effectively with staff, clients and public. Ability to exercise confidentiality. Knowledgeable of resources available for interpreter services.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customer or employees of the organization. Knowledge of medical terminology.
- Ability to compile, analyze, record, and assemble data and information in a meaningful and effective manner;
- Ability to devise methods and procedures for handling unusual or complex situations and assignments;
- Ability to independently generate, initiate, and complete projects and programs.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to demonstrate leadership, independent judgment and critical thinking skills.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date