

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners	Unit: Clerical
Name:	Position Title:
Class Title: Clerical Specialist/Accounts Payable	Class Number: 11441

Dept./Div.: TASC	Civil Service Status: Unclassified
Reports To: TASC Director	Employment Status: Full-time
Pay: Resolution	FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of post-secondary education in accounting or business administration or three (3) to five (5) years' experience in business office work or accounting or equivalent combination. Medicaid billing preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with an acceptable driving record and complete 25 hours of continuing education in a related field annually.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Automobile, computer, general office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Frequent - has contact with potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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POSITION DESCRIPTION

Agency:	Board of Commissioners	Unit:	Clerical
Name:		Position Title:	
Class Title:	Clerical Specialist/Accounts Payable	Class Number:	11441
Supervisor's Title:	TASC Director	Number:	71471

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

25% (1) Requisitions and purchases supplies; responsible for entries into County Accounting system, (purchase orders and invoices); keeps time records and prepares payroll; prepares billings for clients and keeps client ledgers; Coordinate, collect, review, and complete Medicaid billing, receives and logs payments for services and reconciles to bills sent out; issues receipts, and makes deposits; reconciles financial statements to county financial system, maintains inventory of capital and non-capital items.

(1) **Knowledge of:** (a)*; (b)*; (e); (f); (g); (h); (i).
Skill in: (j).
Ability to: (l); (n); (o); (p); (q); (r); (s); (t); (u); (w).

25% (2) Perform specialized administrative tasks of a precise and specialized nature; Establishes and maintains records and reporting systems; responsible for gathering and reporting client data to ODADAS (MACSIS and Behavioral Health Data); generating UA schedules and reporting final UA reports to referral sources; keeping records of and reporting attendance to referral sources; daily maintenance of UA color line; assists with completion of special projects and required reports for outside agencies; oversees computer operations.

(2) **Knowledge of:** (a)*; (b); (c); (d); (f).
Skill in: (j); (k).
Ability to: (l); (m); (o); (p); (r); (s); (t); (u); (w).

25% (3) Provides initial contact and assistance to court referred clients; assists clients in completing initial assessment profile packets; screens referrals, schedules assessments, and prepares client files for case managers; collects and ships samples to outside labs as necessary.

(3) **Knowledge of:** (a)*; (b); (c); (d); (f).
Skill in: (j); (k).
Ability to: (m); (o); (p); (r); (s); (t); (u); (v); (w).

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15% (4) Performs general clerical tasks; greets visitors, answers incoming telephone calls, answers routine questions, routes visitors and calls to appropriate staff person and schedules appointments; retrieves and distributes mail; prepares routine correspondence; manages office filing system;

(4) **Knowledge of:** (e); (f); (g).
Skill in: (j).
Ability to: (m); (o); (q); (r); (s); (u); (v); (w).

OTHER DUTIES AND RESPONSIBILITIES:

10% (5) Provides client information to courts upon request within prescribed limits; oversees tracking of client processes; coordinates advisory board meetings. Performs other duties as assigned.

(5) **Knowledge of:** (a)*; (d); (e).
Skill in: (j).
Ability to: (l); (m); (p); (q); (r); (s); (u); (v); (w).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) TASC policies and procedures*; (b) government structure and process*; (c) case preparation techniques; (d) civil procedure; (e) office practices and procedures; (f) records management; (g) office management; (h) inventory control; (i) not-for-profit accounting.

Skill in: (j) data entry / computer operation; (k) motor vehicle operation.

Ability to: (l) interpret a variety of instructions in written, oral, picture, or schedule form; (m) deal with problems involving several variables within familiar context; (n) calculate fractions, decimals, and percentages; (o) prepare accurate documentation; (p) compile and prepare reports; (q) respond to routine inquiries from public and/or officials; (r) communicate effectively; (s) gather, collate, and classify information; (t) maintain records according to established procedures; (u) develop and maintain effective working relationships; (v) prepare routine correspondence; (w) regularly and predictably work scheduled shifts.

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