

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Senior Support Services Associate III-Environmental		
TITLE CODE: 2913	SERIES: Medical Services Support	
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$11.40-\$14.18	
	GRADE: 14	
	SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.	
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Support Services Supervisor		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

This employee is fully aware of the operating policies and procedures. This employee has gained the full understanding and comprehension of the position responsibilities listed in the Level I and II series. The employee would serve as the resource person with the ability to answer and seek out answers to more complex environmental area issues and services. This employee would train co-workers making arrangements and attend training programs and sharing knowledge gained with staff under limited supervision.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three (3) years of professional business or public administrative experience in a medical, hospital or administrative office environment using electronic office equipment and professional software. Two (2) of the three (3) years experience must be in medical coding or billing, accounting, or bookkeeping.

SUBSTITUTION CLAUSE: See Below

EDUCATION: None

EXPERIENCE: Additional education (college, vocational school, etc) in business education or a medically related field may substitute for the required experience on a year for year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) This employee should have participated in on the job training programs to become knowledgeable regarding the EHMIS/GUI systems.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

NONE.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Proficient knowledge and ability to perform vendor billing, attend workshops and disseminate necessary information resulting from training. Ability to teach/instruct other environmental staff in problem solving and ability to contact payors and address problems, addressing more complex problems with supervisor. Proficient ability to perform all computer data entry into Environmental Health Management Information System (EHMIS)/graphical users Interface (GUI) system, and other PC programs, to collect forms and fees obtained from the public for environmental services to generate permits and certification and pre-bill/final bill and follow-up with resubmissions/correction in Environmental Health Management Information System (EHMIS)/Graphical Users Interface (GUI) system EHMIS/GUI with all payors for services rendered, to properly code A/R payments and manually post them, 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 and supply ordering/entry/billing. May supervise up to three (3) employees.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 07/01/06

DATE OF LAST REVISION: 12/03/10

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.