



Admin Sec 6 / Dist Medicaid

Purpose Statement

The job of Admin Sec 6 / Dist Medicaid is done for the purpose/s of providing secretarial support to the Medicaid program; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to Director of Special Programs

Essential Functions

- Attends a variety of meetings (e.g. department, inservice, state Medicaid, coalition meeting, national conference, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data and supervises the compilation of data (e.g. Medicaid outreach time studies both state and federal, payroll data, enrollment data and attendance logs of eligible students, etc.) for the purpose of preparing reports or processing requests.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Maintains a variety of manual and electronic documents files and records, (e.g. Special Programs web calendar, expenditures and receipts for grants, reports for state and federal programs, etc.) for the purpose of providing up-to-date information, support services, and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs routine secretarial tasks (e.g. types letters, memos, agendas, reports, distributes mail, maintains files, answers telephone, takes messages, performs various computer functions, etc.) for the purpose of providing support to Special Programs Coordinators/Specialists.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, registrations for conferences, travel plans and arrangements, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. tracking list of curriculum purchased, training certificates, verifications of training completion, monthly claims, resubmission of denials, budget items, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

Other Functions

- Audits and supervises audits of Medicaid billing (e.g. makes corrections to billing, tracks payments and non-payments of reimbursements, compiles revenue reports, etc.) for the purpose of ensuring that processes and procedures are followed according to established guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: customer service; effective listening; managing projects/programs; monitoring activities; office practices;

planning; budgeting; financial tracking; and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; English grammar/punctuation/ spelling/vocabulary; office equipment/software; office practices; and bookkeeping/accounting practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; detail oriented; multitasking; and taking initiative.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

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