

NEW POSITION: Brief job description and attach a copy of the new job description.

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

TO REFLECT THE EMPLOYEES DUTIES AND RESPONSIBILITIES

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

NA

COMMENTS: (Any comments you wish to make regarding this request)

APPROVED BY CIVIL SERVICE COMMISSION ON 8-14-08

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u><i>Nancy Sarmiento</i></u> DEPARTMENT HEAD	<u>8/18/08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Patricia A. Parker</i></u> HUMAN RESOURCES DIRECTOR	<u>9-11-2008</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>LM</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>9/11/08</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

**HIDALGO COUNTY
HEALTH & HUMAN SERVICES DEPARTMENT**

Job Title: Billing Clerk	FLSA Status: Non-Exempt
Dept. Code: 240-001	Civil Service Status: Non-Exempt

SUMMARY:

Assist the billing & eligibility staff with all clerical tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enters data and other information into computer system;
- Opens and date stamps all incoming mail.
- Send and receive files to and from central office, clinic, and hospitals.
- Gathers files and supplies that need to be sent to the clinic and hospital staff.
- Responsible for making copies of the CIHCP application for eligibility division
- Types, faxes, and makes copies;
- Interacts with the public and other government agencies;
- Compiles data into report formats and forwards information to the appropriate person;
- Assist with answering the phone and greeting the public
- Regular attendance is a must;
- Ability to work well with others;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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;

EDUCATION and/or EXPERIENCE:

- High School diploma or GED;
- One (1) year experience in office setting or social service field;
- Must have good computer skills;
- Bilingual is preferred;

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License and liability insurance;

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to changing needs of the County;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations;

**HIDALGO COUNTY
HEALTH & HUMAN SERVICES DEPARTMENT**

Job Title: Eligibility Clerk	FLSA Status: Non-Exempt
Dept. Code: 240-001	Civil Service Status: Non-Exempt

SUMMARY:

Under the general direction of the lead eligibility worker. Assists the eligibility workers with all clerical tasks;

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enters data and other information into computer system;
- Filing, typing, faxing, copying;
- Interacts with the public and other government agencies;
- Compiles data into report formats and forwards information to the appropriate person;
- Acts as a receptionist;
- Greet the public, assists with applications and other documents;
- Schedules intake appointments;
- Log case numbers;
- Answers telephone or switchboard;
- Assists public with questions and requests;
- Assists eligibility staff with all clerical tasks;
- Ability to work well with others;
- Regular attendance is a must

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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;

EDUCATION and/or EXPERIENCE:

- High School diploma or GED;
- One (1) year experience in social services field;
- Must have good computer skills;
- Bilingual is preferred;

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License and must have liability insurance;

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to changing needs of the County;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations;