

# FOUR RIVERS BEHAVIORAL HEALTH

## Official Posting Notice

Effective [6/20/17] a FT vacancy for this position has been declared at the [Lakes Ctr.]. Any individual interested in this position should contact the FRBH Human Resource Department at 425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

**Job Title: Office Clerk**

**Pay Grade: 2**

**Wage and Hour Status: Non-Exempt**

**Assigned to Scale: February 12, 2003**

**Revised: June 19, 2008**

## JOB DESCRIPTION

### I. Position Overview:

This position may be full or part time with a regular or variable work-week schedule. The individual who holds this position is responsible for performing any assigned clerical activities at his/her assigned location for which s/he has been deemed competent. The priority expectation is that an individual in this position will provide high-quality, politely-executed clerical support services to consumers and professional staff. This position may also be responsible for a variety of tasks that are nonetheless essential to the smooth functioning of his/her location under the heading of "Miscellaneous". This position reports administratively as specified in the specific clerk's Appointment Letter.

### II. Major Tasks / Responsibilities

#### A. Clerical Activities

1. Treats consumers with appropriate respect and compassion, regardless of circumstance.
2. Performs consumer scheduling tasks according to FRBH Policy and contractual obligations.
3. Performs consumer intake processing according to FRBH Policy.
4. Performs service billing, including same-day collections from consumers, according to FRBH Policy.
5. Handles cash funds (e.g. petty cash, collection change funds) according to FRBH Policy.
6. Performs transcription and other keyboarding as assigned.
7. Processes incoming communications (physical, telephonic and/or electronic) according to FRBH Policy.
8. Processes, handles, maintains, closes, and archives medical record documentation (physical or electronic) according to FRBH Policy.
9. Assists in auditing medical records as assigned.
10. Assists in securing protected health information according to FRBH Policy.
11. Ensures that all information released from consumer records are done so in compliance with FRBH Policy.
12. Assists in identifying and securing resources needed to conduct programs administered through his/her assigned location.
13. Assists in maintaining an inventory of supplies necessary for the operation of assigned location.
14. Expedites all assigned periodic reports or other data submissions in an accurate and timely manner.

#### B. Miscellaneous

1. Meets productivity standards as assigned.
2. Serves as substitute/relief for fellow Office Clerks when necessary or appropriate.
3. Works cooperatively with other Office Clerks to facilitate smooth intra-Site and inter-Site functioning.
4. Attends periodic meetings and/or trainings as assigned.
5. Performs other duties or responsibilities as needed or assigned.

**III. Minimum Qualifications**

- A. **Must possess a High School Diploma or GED; an Associate's Degree in applied business or a Business School Diploma preferred.**
- B. **Must have good keyboarding, computer and general office skills; information systems experience preferred.**
- C. **Must have references which report excellent skills in exercising good judgment and courtesy.**
- D. **Must have a valid driver's license and insurable driving record.**
- E. **Must pass all required background checks.**

**Confirmation**

**With my signature below I affirm that this job description was explained to me on the date indicated.**

\_\_\_\_\_  
**Candidate/Employee**

\_\_\_\_\_  
**Date of Explanation**