MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Administrative Assistant and Medicaid Clerk
Location: Superintendent's Office
Job Group: Non-Certified, Non-Union
Reports To: Assistant Superintendent

Summary: Assists central office administrators and the Medicaid Specialist by performing projects and clerical duties. Works in a highly visible office dealing frequently with sensitive communications and information.

Essential Duties and Responsibilities:

1. Provides administrative assistance to central office administrators:
   a. Creates lists and distributes information as appropriate.
   b. Maintains administrator records and files as directed.
   c. Exercises independent judgment with respect to real and/or potential problems and brings to the immediate attention of the administrative staff.
   d. Attends meetings as assigned by central office administrators.
   e. Creates, reviews and edits reports, correspondence and other documents.
   f. Researches questions and concerns as requested.
   g. Generates documents, spreadsheets, tables, etc. as directed

2. Assumes responsibility for Medicaid clerical tasks and duties such as, but not limited to:
   a. Composes and types correspondence, letters, memos, agendas, and documents.
   b. Maintains Medicaid files and other School district data; completes reports and enters data into databases
   c. Prepares monthly information for billing
   d. Tracks required information and prepares designated reports
   e. Assumes responsibility for projects as assigned by the Superintendent.

3. Performs other duties as assigned.

Supervisory Responsibilities: The administrative assistant does not directly supervise any staff. The ability to work in a collaborative team environment is essential to the employee's successful job performance

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical 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 graduate or equivalent plus two years' related experience or training. Associate degree in a related field is preferred.

Language Skills: Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to develop and write routine and complex reports and correspondence. Ability to speak effectively with employees of the School District, the greater school community and general public. Excellent writing skills are required.

Math Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain confidentiality of information presented in various forms (written/oral).

Other Skills and Abilities: Must have strong communication, computer and interpersonal skills. Have ability to learn and utilize new software programs as systems are upgraded. Must have above average typing skills (at least 45 words per minute.) Demonstrated ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Must be able to keep high levels of confidentiality in all aspects of job performance. Ability to perform duties with awareness of all School District requirements and School Board policies.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the School District may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools or controls. The employee is occasionally required to stand and reach with arms or hands. Specific vision abilities required by this job include close vision. The employee must be able to transport materials and equipment from building to building for meetings. The employee must occasionally lift and/or move up to 30 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and work performed is Assistant in an office environment.

Terms of Employment: 12 Month

Evaluation: Annually by the Assistant Superintendent in Collaboration with Central Office Administrators

Date Approved: June 6, 2019

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.