



Job Title:	Administrative Assistant-LEA
Position Status:	Full-time
FLSA Status:	Nonexempt
Dept/Division:	Client Services
Reports to:	Client Services Manager-LEA
Reporting to this Position:	No direct reports

Summary

Under direct supervision of the Client Services Manager-LEA, the Administrative Assistant-LEA provides clerical assistance to Client Services-LEA division in an overall effort to serve clients efficiently and effectively.

Role Qualifications:

The following is intended to provide the required minimum level of education and/or experience required for this position:

- ✓ High school diploma or equivalent plus 2-3 years previous administrative related experience.
- ✓ A minimum of 1-3 years of experience in the area of clerical duties.

Position Responsibilities:

The following is intended to provide the essential job functions for this position:

- ✓ Assist Analyst with process: Log-in and prepare billing.
- ✓ Assist Analyst with process: Process enrollment (MAA/LEA combined clients), IEP, & transportation.
- ✓ Assist Analyst with process: Track billing received by practitioner.
- ✓ Coordinate speech protocol and occupational therapy prescriptions with LEA staff and physicians.
- ✓ Assist Analyst with process: Perform necessary computer entry tasks to keep team files current and complete (i.e. entry of IEP lists, wheelchair lists, database management, etc).
- ✓ Assist Analyst with process: Maintain and update filing system for the identified team; retrieve information from files when needed.
- ✓ Assist Analyst with process: Produce YTD reports on a quarterly basis.
- ✓ Photocopy and fax information and documents as needed or requested.
- ✓ Attend required annual in-service programs.
- ✓ Process outgoing mail to clients; assemble binders and other materials for clients.
- ✓ Schedules (Outlook) & organizes activities such as LEA division meetings, travel, hotel & meeting minutes.
- ✓ Perform other related duties as assigned.

Essential Skills and Abilities:

Skill at:

- ✓ Operating computer equipped with a Windows Operating System and Microsoft Suite (Outlook, Word, Excel, and Power Point) and CalMed software programs.

Ability to:

- ✓ *Maintain strong customer orientation and "can do" attitude to complete assignments.*
- ✓ *Effectively handle multiple projects concurrently while demonstrating extreme attention to detail and meeting established deadlines.*
- ✓ *Be detail oriented and work with extreme accuracy and sensitivity to deadlines.*
- ✓ *Successfully receive instructions.*

- ✓ *High level of interpersonal relationship skills.*
- ✓ *Work independently; uses independent judgment and problem solving capabilities.*
- ✓ *Maintain organizational and time management skills.*
- ✓ *Work well with a diverse group of people, maintaining a good working relationship with all co-workers and the general public and to use good judgment in recognizing scope of authority.*
- ✓ *Operate office equipment; computer and various software, fax, calculator, copier, 10-key.*

Working Conditions and Physical Effort:

- ✓ Work involves majority of time spent in a central office setting.
- ✓ Work can be primarily sedentary for extended periods in an interior office setting.
- ✓ Work can include dexterity of hands and fingers for extended periods to operate a computer keyboard and other office equipment.
- ✓ Some light lifting of files and other documents may be required.
- ✓ While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.
- ✓ Work includes methodical and routine data input with extreme time sensitivity to meet pre-established deadlines instituted by the state.

The employee is expected to adhere to all company policies. Management reserves the right to amend this job description at any time. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Please submit resume, cover letter and salary history via e-mail to: **rsiguenza@mbt4schools.com**

CONTACT INFORMATION:**Rafael Siguenza****Human Resource Manager**

Medical Billing

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