

Civil Division: Schools  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Reviewed: 12/24/12

## **HEALTH CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the clerical services of a health office. The incumbent will keep medical records up to date in compliance with education, state and local laws or regulations. The work is performed under the direct supervision of a school professional. Supervision is not a function of this class. Employee performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Selects, re-files, and records information on cumulative health records;  
Reviews student health records to obtain selected information for use by the school nurse;  
Makes appointments for parent, teacher or student conferences with school nursing personnel;  
Maintains schedules for various screening/appraisal programs;  
Files accident reports and insurance claims;  
Assists self-directed students to take assigned medications that are kept in the school health office, as designated by school nursing personnel;  
Follows established school procedures for care and reporting of injuries and illness;  
Consults with school nursing personnel regarding unusual or difficult problems;  
Assists school physician and/or nurse in physical, visual, auditory and screening examinations or other health screening tests of students and employees;  
Administers emergency first aid when necessary;  
Answers phone;  
Types correspondence, reports or parent bulletins.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of clerical operations and procedures; working knowledge of medical terminology; thorough knowledge of First Aid practice and procedures; ability to act and make decisions in emergency situations; ability to maintain confidentiality of health information; ability to understand and carry out oral and written instructions; ability to operate a computer and other office equipment; ability to work well with others and to secure their cooperation.

### **MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of a certificate program in medical assistant, medical transcriptionist, or closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in processing medial claims, health insurance claims, medical billing, or medical transcriptionist; **OR**
- (C) Two (2) years of experience as stated in (B) above. continued...

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

**NOTE:** Current certification in CPR and First Aid at time of appointment and must remain current throughout employment. Candidates must submit copies of certificates with application.

**SPECIAL REQUIREMENT:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Adopted: 08/21/01  
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