

# Temporary Employment Opportunity

## Medical Clerk I Extra Help

\$14.61 Per Hour

Sutter-Yuba Behavioral Health

### **Apply Immediately!**

This recruitment will close without notice upon receipt of a sufficient number of applications.

**Extra Help positions are on an as needed basis. Due to the large volume of applications that we receive for Extra Help positions there is no guarantee applicants will receive notification of application status, a Department interview, or an update that a position has been filled.**



## **SUTTER COUNTY HIGHLIGHTS**

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

### **HOW TO APPLY**

Eligible applicants are **REQUIRED** to apply online at

[www.CalOpps.org](http://www.CalOpps.org)

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ [www.suttercounty.org](http://www.suttercounty.org)

Or contact

#### **Sutter County Human Resources**

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail [hr@co.sutter.ca.us](mailto:hr@co.sutter.ca.us)

TDD access through CA Relay Service: 1-800-735-2929

### **SELECTION PROCEDURE FOR EXTRA HELP POSITIONS**

**Extra Help positions are on an as need basis and there is no guarantee of interview or appointment.**

Applications will first be reviewed for minimum qualifications. Applications meeting the minimum qualifications will be referred to the department where the current opening exists. The Department will invite those candidates with the most directly related experience, education and training that meet the Departments' needs to an oral examination. Investigation of employment history and references will be conducted prior to appointment.

**Please Note:** Referral of applications to the Department does not guarantee an interview. Applicants may or may not hear from the Department.

*Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.*

**E-Verify:** This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS) in partnership with the Social Security Administration (SSA).

*The above information is general in nature and does not constitute an expressed or implied contract.*

**Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.**

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.

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**Sutter County Human Resources Department  
1160 Civic Center Blvd., Suite B  
Yuba City, CA 95993**

## **MEDICAL CLERK I**

### *DEFINITION*

Under immediate supervision, learns to screen and direct clients to appropriate services; learns to receive clients and make appointments for various medical services; maintains file system of records; and receives and responds to the more general inquiries.

### *CLASS CHARACTERISTICS*

This is the entry level Medical Clerk class. Assignments are generally limited in scope and are set within procedural frameworks established by higher level positions. As experience accrues, the incumbent performs with increasing independence. Work requires incumbents to exercise some judgment in selecting appropriate established guidelines to follow. Significant deviations require prior approval. Interpretation of general administrative and operational policies is necessary. This class generally performs tasks which are more repetitive and/or routine than the Medical Clerk II and works under closer supervision while learning.

### *EXAMPLES OF ESSENTIAL DUTIES*

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required or assigned.*

1. Acts as receptionist; assists the public in person or by telephone; answers/screens telephone calls and takes messages; provides information/assistance to the public; learns to explain and assist the public in particular departmental policies/procedures; may check in clients for appointments and schedule future appointments.
2. Participates in interviewing clients and agencies to determine the urgency and type of medical need; obtains routine information from clients or relatives and registers clients.
3. Assists with copying and processing legal paper work.
4. Obtains all necessary billing information on client registrations; prepares billing statements.
5. Learns to ascertain clients' eligibility for treatment.
6. Requests authorizations for treatment of clients; obtains signed consent forms from clients or relatives.
7. Communicates with pharmacy personnel regarding prescription refills; pulls charts associated with prescription refill requests.
8. Prepares and maintains medical records and charts; assists in locating records; maintains file system of departmental records; retrieves and replaces medical records from storage; photocopies and prepares microfilm charts for physicians and therapists; learns to prepare medical records for release.
9. Makes listing of charts to be pulled for current day's appointments; reviews charts to ensure proper medicine and time allowance; forwards to appropriate staff for approval.
10. Assists with the review of patient charts for completion and accuracy.

11. Learns to prepare and track treatment plans.
12. Compiles weekly group therapy listings, adding and deleting patients as necessary; types lists onto Event Monitoring forms for data entry.
13. Operates a computer to enter, modify and review data; prepares and/or generates various reports, correspondence and documentation.
14. Builds and maintains positive working relationships with co-workers, other County employees, and the public using principles of good customer service.

#### *EXAMPLES OF MARGINAL DUTIES*

1. Reviews various documentation and processes, forwards, or takes other action as appropriate.
2. Copies and distributes documentation.
3. Receives, opens and distributes incoming mail; prepares outgoing mail.
4. Responds to requests for information or assistance.
5. Provides general information about services; may provide simple instructions to clients taking routine tests.

#### *MINIMUM QUALIFICATIONS*

Knowledge of: Modern office practices and procedures including filing and record keeping methods; basic mathematics; standard office equipment; basic computer applications and techniques; principles and practices of customer service.

Ability to: Learn to obtain information through interviewing; maintain confidentiality of patient/client information; establish and maintain effective working relationships with staff personnel and the general public; relate well with persons of diverse backgrounds; communicate effectively both orally and in writing; dispatch information efficiently; work with frequent interruptions and in situations of an urgent nature; learn to prepare and maintain files and records; operate standard office equipment; and type accurately with appropriate speed.

Education and Experience: One year of experience in meeting the public and performing clerical work of a moderately difficult nature, or any combination of education or experience that provides equivalent knowledge, skills, and abilities. Experience in a medical setting, is desirable.

#### Special Requirements:

*Essential Duties require the following physical skills and work requirements:*

Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye

coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

License: Must possess and maintain a valid Class C California Driver's License.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.