

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PUBLIC HEALTH LABORATORY TECHNICIAN
DEPARTMENT: PUBLIC HEALTH LABORATORY
REPORTS TO: LABORATORY DIRECTOR

CLASS CODE: 42436
FLSA STATUS: N
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs moderately difficult administrative and laboratory support functions which includes processing claims data; processing accounts payable through the financial system; ordering supplies and processing payment for same; maintaining specialized medical billing systems; and processing specimen accessioning.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Enters billing and/or Medicare, Medi-Cal and insurance claims information into computer using specialized medical terms; mails bills and receipts incoming payments.

Processes accounts payable by authorizing payment and entering payment information into the financial system; maintains related filing systems and makes journal entries.

Order supplies by generating requisitions and processing payments.

Processes payroll/time sheets by tracking and/or verifying hours and entering information into payroll system.

Posts and balances accounts receivables, reconciles with general ledger and deposits funds.

Audits payable, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures.

Creates and types letters, memos, charts, labels, reports, purchase orders, requisitions, forms or other correspondence on a computer or typewriter.

Opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail.

Edits and proofreads documents to ensure accurate data entry and patient reports.

Prints checks, obtains signatures and distributes same through mail and or pick up.

Processes specimen accessioning and places specimens in appropriate receptacles.

Serves as liaison with information technology staff, coordinating needs and hardware/software installation.

Researches and corrects errors.

Prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; creates data structures, forms and spreadsheets; relays and interprets administrative decisions, policies and instructions.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Files and retrieves documents in an orderly fashion so that materials can be easily located.

Photocopies reports, charts, memos, and other various documents for staff and other agencies/organizations.

Serves as receptionist and initial contact for public and department inquiries; disseminates a variety of information to various agencies, division, or departments via telephone, mail or FAX.

Organizes committee meetings; takes minutes; assists with research, preparation and revisions regarding presentation materials.

Maintains office machines.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment
Autoclave
Water System

Typewriter
Adding Machine
Dishwasher

Postage Machine
Refrigerator/Freezer
Oven

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Two to three years of experience performing general medical office duties such as routine accounting functions, typing, filing, and answering telephones; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Record keeping, report preparation, filing methods and records management techniques.

Medical terminology.

Medicare and Medi-Cal billing policies and procedures.

Metric measurements.

Customer service techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Basic principles and practices of accounting.

Standard business and laboratory arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Using a typewriter and/or word processing software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the duties of this position, the employee is required to regularly speak, listen, smell and possess shape perception and discrimination, color perception, sound perception, and texture perception and discrimination.

While performing the duties of this position, the employee is frequently required to stand, walk, and use fingers and/or objects, tools and/or controls.

While performing the duties of this position, the employee is often required to sit and reach with hands and is required to frequently lift and/or move objects weighing up to 20 pounds.

While performing the duties of this position, the frequently drive and/or travel in a vehicle.

Working Conditions:

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions. While performing the duties of this position, the employee is frequently exposed to bodily injury from moving mechanical parts of equipment, tools, or machinery.

While performing the duties of this position, the employee is frequently exposed to fumes, toxic or caustic chemicals, risk of electrical shock, and exposure to infectious diseases.

While performing the duties of this position, the employee is exposed to different temperatures due to laboratory environment requirements.

The noise level while performing these duties is generally loud due to the variety of laboratory equipment in use.

file: phlabtec.42436

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.