

**Central Valley School District  
Job Description #846**

**TITLE**           **Central Office Clerical – Special Education /School Nurse Program**

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**GENERAL SUMMARY**

The Central Office Clerical – Special Education/School Nurse Program performs a wide variety of support service tasks to help assure the smooth, efficient operation of the Special Education Medicaid billing program. S/he also performs a wide variety of support service tasks to help assure the smooth, efficient operation of the School Nurse Program.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Central Office Clerical – Special Education/School Nurse Program may perform all or a combination of the following:

1.       Rapidly and accurately create pertinent reports from data provided.
2.       Word process/type accurately and neatly a variety of materials such as letters, memoranda, purchase orders, claims, reports, statistical data (i.e. graphs, charts, etc.), evaluations, etc.
3.       Compose standard letters, memoranda or a variety of reports independently and accurately, with little instruction/direction.
4.       Respond to the staff/public in a cordial, courteous manner; answer the telephone and relay messages. Works collaboratively with SPI and other Medicaid offices.
5.       Route and distribute interdistrict communications.
6.       Manage/operate equipment such as typewriters, calculators, copiers and computers.
7.       Exhibit initiative, accuracy, creativity and enthusiasm in performing assigned tasks.
8.       Attend pertinent workshops and training sessions.
9.       Orders, inventories and distributes nurse supplies to buildings.
10.      Gathers, maintains, and distributes Special Education Medicaid records. Responsible for all Special Education medical billing including claims, claim verification and other billing requirements.
11.      Perform related duties as required by the Supervisor or Special Education

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**REPORTING RELATIONSHIPS**

This position reports to the Supervisor of Special Education.

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**MENTAL DEMANDS**

Requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer.

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**QUALIFICATIONS**

1. Possess demonstrated skills in use of district standard hardware and software.
2. Type/word process 55 wpm accurately and neatly.
3. Possess demonstrated skills in successfully performing job functions in a high intensity environment.
4. Possess a "customer service" orientation, with excellent public relations skills.
5. Possess demonstrated skill in attention to detail.
6. Possess demonstrated skills in oral and written communication.
7. Possess demonstrated skills in filing with accuracy.
8. Practice effective organizational skills to facilitate organization and prioritization to meet needs and deadlines.
9. Possess the ability to work well independently.
10. Possess knowledge of bookkeeping with excellent filing skills.

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**UNIT AFFILIATION**

PSE - Secretarial/Clerical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Created 07/03  
Revised 8/25/03