



EMPLOYEE NAME: _____

Revised: 3/11; 10/12; 2/16; 6/18; 01/19

JOB DESCRIPTION

POSITION TITLE: Medicaid Secretary IV, Special Education	JOB CODE: 487D
DIVISION: Academics- Support and Specialized Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Special Education	WORK DAYS: 238
REPORTS TO: Assistant Director and/or Supervisor, Special Education	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides administrative assistance and clerical services for the Medicaid process in Special Education.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of routine clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Prepares and maintains the staff pool list as required by the Administrative Claiming for Education and Children’s Intervention Service Programs.
3.	Handles documentation from the direct service providers to ensure all required paperwork is on file within the Medicaid billing system.
4.	Assists in the preparation of required quarterly and annual financial reports, including desk reviews and audits.
5.	Prepares and processes contracts and remittances for contracted employees on the direct service provider staff pool list.
6.	Monitors employee participation in the Random Moment Time Study Process.
7.	Provides administrative support to the Supervisor of Special Education Budget, FTE and Medicaid.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____