

ASSISTANT TO WORKERS' COMPENSATION CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing clerical assistance necessary for the functioning of Delaware County's Workers' Compensation Self-Insurance Fund. The incumbent works under the direct supervision of the Workers' Compensation Clerk to assure the timely completion of work required to meet the needs of Delaware County's Self-Insurance Fund and Workers' Compensation regulations. This position involves responsibility for the performance of a variety of complex and routine clerical work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Acts as assistant to the Workers' Compensation Clerk; Establishes and maintains Workers' Compensation claimant files; Prepares payment of weekly bills in computer system and records information in each file; Maintains OSHA records and prepares annual OSHA Report of all County employee injury claims; Maintains records and prepares annual computation for the Department of Health of surcharges on all medical bills paid throughout the year; Prepares billing and tracks reimbursement of applicable claims to New York State; Answers telephone and assists claimants or medical providers referring more complex inquiries to the Workers' Compensation Clerk as appropriate; Assists in providing routine information; Types routine correspondence and other materials as assigned; May use automated office equipment for the purpose of maintaining office records and compiling reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of Workers' Compensation regulations and procedures; Working knowledge of medical terminology; Good knowledge of office terminology, procedures and equipment; Good knowledge of business English and arithmetic; Good knowledge of maintenance of financial accounts and records; Ability to use automated office equipment; Ability to understand and apply complex written and oral directions; Ability to meet and deal with the public; Clerical aptitude; Initiative and resourcefulness; Tact, courtesy, and integrity; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid, or its part-time equivalent, experience in clerical and financial work; OR
- B. Four (4) years of full-time paid, or its part-time equivalent, clerical work experience in a medical setting; OR
- C. An equivalent combination of training and experience as indicated in A and B above.

NOTE: Post-secondary education in business administration, secretarial science or similarly related field may be substituted for up to two (2) years general experience (thirty credit hours equals one year general experience).

Approved 12/10/07