

Ripley County Government

Name :

Position and Department: Clerical Nursing Assistant/
Ripley County Health Department

FLSA Status: Exempt _____ Non-Exempt X _____

Supervisor: Administrator

Date: 01/20/2018
Revised: 10/28/2024

The purpose of this position is to perform a variety of duties that assist and support the Public Health operations and duties of the Ripley County Health Department

Responsibilities and essential functions: Agent for Ripley County health officer

Essential Duties and Responsibilities: The following duties are normal for this position.

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receptionist at front desk:

- Meet & Greet customers
- Answer/Transfer phone calls
- Scan & Submit immunization claims for insurance processing
- Assist with CHIRP entry & requests as needed
- Assist with Medical Billing as needed
- Pick up mail at Post Office as needed
- Provide information, assistance and public consultation
- Issue and write receipts for prepared permits for all divisions
- Data entry for all departments as needed

Vital Records:

- Issue Birth & Death Certificates and receipts
- Enter new births into local system
- Assist in Paternity affidavits as needed
- Birth certificate Amendments
- Genealogy Searches
- Burial Permits as requested

Other:

- Attend exercises, trainings, and meetings as necessary
- Attend staff meetings
- Inclusively perform other related essential duties as required by the supervisor.
- Perform other related essential duties as required

Experience within medical field, billing, or healthcare setting environment a plus.

Minimum physical and mental

Special Requirements:

Environmental

Language Ability and Interpersonal

<p>abilities required to perform essential job functions:</p> <ul style="list-style-type: none"> • Ability to operate a variety of automated office machines including copier, fax machine, telephone, computers/printer, etc. • Ability to operate various training, inspection/testing, and recording equipment including camera, TV/VCR/DVD, power point projector/screen • Ability to operate a motor vehicle • Ability to work with children and adults 	<ul style="list-style-type: none"> • Possess Indiana Driver's License • NIMS Compliance (60 days of hire) <p>Qualifications: Minimum training and experience required to perform essential duties and responsibilities:</p> <p>High School Diploma or GED</p>	<p>Adaptability:</p> <ul style="list-style-type: none"> • Ability to work effectively in an office environment and operate as a team member 	<p>Communication:</p> <ul style="list-style-type: none"> • Ability to comprehend and correctly use a variety of informational resources including Indiana Codes, references books and training materials • Ability to record and Ability to communicate effectively with the Indiana State Department of Health personnel, Ripley County Health Officer, and the general public verbally and in writing.
<p>Work Hours: 8:00AM-4:00PM / 1 Hour lunch or as necessary</p>			
<p>Supervisor Signature:</p>			
<p>Employee Signature:</p>			

Print and submit this form to your supervisor and the supervisor will file it with the Auditor's office.