Job Opportunity Bulletin

Post Date: 3/11/2013

JOIN THE DDS TEAM!
For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES
Please visit our website at www.dds.ca.gov

Please refer to:

Position #: 171-1139-013

Mail your application to:

Department of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Colleen McCarthy

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Colleen McCarthy

Number: (916) 322-7660

Email:
colleen.mccarthy@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

OFFICE TECHNICIAN (TYPING)

Salary $2,686-$3,264
Permanent, Full-Time
FINAL FILING DATE**: March 25, 2013**

The Department of Developmental Services (DDS) Client Financial Services (CFS) Section is a hard-working, confident and innovative team of professionals who build their reputation on unity, integrity and ethics. DDS is seeking individuals who will display a high level of professionalism and innovation while seeking to develop within the Branch.

CFS is directly involved in producing State Revenues; responsible for the development and implementation of maximizing collection of revenues and reimbursements from Medi-Cal, Medicare, insurance companies, (etc.).

This position performs a wide variety of clerical support duties for CFS professional and technical staff; which has a direct impact on the consumers we serve. Some of the duties include; review reports to identify new consumers for program, data input, typing, filing, logs, reports and correspondence. This position acts as timekeeper for CFS.

Desirable Qualifications and Knowledge:

· Knowledge of Microsoft Outlook and Word

· Knowledge timekeeping standards and techniques

· Ability to handle multiple duties and priorities simultaneously

ADDITIONAL INFORMATION: If you are ready to be a part of our DDS team, please submit a standard State application (STD. 678) and include; the classification you are applying for and the basis of your eligibility in the ***'Explanations'*** section, and position **# 473-171-1139-013** in the ***'Job Title'*** section of your application.

DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
CLIENT FINANCIAL SERVICES SECTION

DUTY STATEMENT

JOB TITLE: Office Technician (T)
UNIT: Medi-Cal / Trust and Private Pay Units

GENERAL STATEMENT OF DUTIES: Office Technician performs clerical support functions independently and make decisions based on a variety of data and information regarding the Parental Fee Program and the Client Financial Services Section (CFS). Works directly with the public using the telephone and email and must provide excellent customer service. Maintains logs of assignments, reports, and correspondence for the Staff Services Manager I program technicians and analysts. Provides support services to professional and technical staff; develops and types correspondence and reports, and provides any other duties consistent with the scope and abilities of Office Technician classification series, as requested or required. Act as time keeper for CFS.

SUPERVISION RECEIVED: Reports directly to the Staff Services Manager I, Medi-Cal / Trust and Private Pay Units.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Work on desktop computer approximately 90 percent of the time. Data input, typing, filing, printed report collating and distribution to staff and management. Communication with others using the telephone and email. Ability to receive, distribute and store general office supplies for the section. Walk short distances for interaction with staff.

TYPICAL WORK CONDITIONS: Partitioned office; smoke-free environment. The use of fragrances and fragrance enhanced lotions are strongly discouraged for the health and comfort of individuals with chemical sensitivities.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of data input into mainframe computer
- Knowledge of Microsoft Outlook and Word
- Knowledge of employee time keeping standards and techniques
- Ability to handle multiple duties within scope of classification
- Ability to respond to phone and email requests in professional manner
- Ability to type standard business correspondences in proper format
- Ability to keep accurate records
- Ability to prioritize

EXAMPLES OF DUTIES:

60% Perform clerical and technical duties including, but not limited to: updating and maintaining on a daily basis, the intake of Family Financial Statements (FFS) and Parental Fee Appeals. This duty consists of reviewing the Unified Fiscal System Report for eligible new accounts and the opening of those accounts in Cost Recovery System (CRS). Perform mailing of initial appeal and/or new account letters and appropriate forms to parents. Notate CRS upon distributing Home Leave Credit requests to assigned technician for processing. Log and process requests for DMV, EDD, and Lexis/Nexis parental searches.

25% Open, date stamp, sort and distribute incoming mail. Prepare out-going mail. Receive, file and distribute payments to staff for the Annual Family Program Fee (AFPF) program. Answer phones and direct calls to appropriate people. Transcribe telephone messages from voicemail for the toll-free line and distribute messages to the appropriate staff member for response. Sort, distribute and bind management reports for manager. Sort statements each month for mass mailing and update reports/logs for said statements. As a back up, perform scanning of all correspondence and financial documents throughout CFS. Route AFPF payment data to appropriate staff for logging and reporting.

15% Act as section timekeeper and CFS liaison to the Personnel section.

Note: May be assigned other duties as directed by the supervisor depending on section needs and workflow commensurate with classification such as but not limited to assisting analysts in preparation of reports for various programs administered by the section and document scanning for other units within the section.

_____ _____

Employee signed Date

_____ _____

Supervisor signed Date