

Typist Clerk

1. Provides information to the public, employees and other departments where judgment and explanation of departmental functions, procedures, policies and rules is required. (4)
2. Refers persons to appropriate department or personnel for assistance. (4)
3. Provides outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
4. Types correspondence and other material requiring the application of subject matter knowledge and judgment in the selection of data or interpretation of rules and policies. (4,6 if related it Medi-Cal)
5. Types letters, reports, case histories, statistical data and other finished copy from rough drafts, margin notes, general instructions or machine transcription, corrects grammar, punctuation and spelling and proofreads copy. (4,6 if related it Medi-Cal)
6. Operates a magnetic card or other word processing machine in preparing case histories, reports, briefs, specifications and correspondence. (4,6 if related it Medi-Cal)
7. Types invoices, requisitions, data input documents and other material from copy, draft or notes; relieves technical staff or administrator of office details and more routine administrative details, including screening correspondence and calls, initiating replies to more routine correspondence, providing information with explanation of procedures and rules, maintaining and giving out information on complex records, and assembling information from files, resource documents and other departments which requires knowledge of County operations and departmental policies, rules and regulations. (4,6 if related it Medi-Cal)
8. Coordinates and monitors transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
9. Coordinating Medi-Cal covered health services for a client. (6)
10. Assists individuals and families with aspects of the Medi-Cal application process. (8)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)