



JOB TITLE	DEPARTMENT	REPORTS TO
OT/PT Office Specialist	OT/PT Departments	Director of ESE

Position No: 61393	Length of Work Year: 10 Months
Salary Schedule: V0F	Date Approved: 5/13/03
FSLA: Non-exempt	Date Revised:

JOB GOAL
To perform a variety of complex clerical task requiring independent judgment and action, including making frequent decisions in accordance with organization policies and practices.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. A minimum of two (2) years secretarial and/or clerical experience or a equivalent combination of training and experience.
3. T.A.B.E. test or successful completion of one (1) year of college work
4. Knowledge of office practices and procedures, grammar, spelling Business English, and mathematics.
5. Knowledge of medical terminology.
6. Knowledge and use of computer application of word processing, database, and graph representations.
7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To type OT/PT student evaluations from written reports, or dictation involving educational and medical terminology.
2. To keep student files current regarding Medicaid status, receive Medicaid data sheets and review for accuracy before billing in student chart.
3. To type correspondence, memoranda, and prepare reports for end of year.
4. To maintain a log of meeting notices, notice/consent for reevaluation, new students, physical therapy prescriptions, and prepare summaries.
5. To take phone messages from schools and community agencies and gather information from various sources for use by others in answering correspondence.
6. To schedule meetings for all therapists by coordinating with department chair at school sites.
7. To update and maintain master file of countywide student Physical Therapy Positioning Program.
8. To prepare forms, in-service material and handouts independently.
9. To perform assigned tasks in a timely and efficient manner.
10. To perform assigned tasks with a high standard of quality.
11. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.