

Community Corrections – Billing Clerk

GENERAL STATEMENT OF DUTIES: Performs routine clerk duties specifically billing for Community Corrections services; detailed instructions given for work assignments; worked is reviewed in process or upon completion for accuracy; performs related duties as required; works under the direction of the Community Corrections Director

STATEMENT OF TASKS:

Prepares and processes bills for various Community Corrections functions;
Processes denials for proper reimbursement;
Files bills electronically and in hard copy;
Maintains files for billings and other documents processed in Community County offices, alphabetically, numerically or other established method (electronically and in hard copy);
Delivers and picks up Community Corrections records and documents from the Clerk, MDOC probation and the Genesee County Jail;
Inputs and retrieves data from computers.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Community Corrections terminology;
Knowledge of billing procedures;
Extensive knowledge of Microsoft Excel;
Ability to identify and resolve billing issues;
Ability to understand and follow simple oral and written directions;
Ability to recognize alphabetical and numerical sequences;
Ability to attend work regularly and work under stressful conditions;
Ability to maintain good interpersonal relationships;
Ability to operate personal computers.

MINIMUM QUALIFICATIONS:

One (1) year of clerical experience AND experience in Community Corrections billing AND proficient in Microsoft Excel.

Established: June 6, 2014



Human Resources Director