



Job Code: 7032

Grade: 11

HCWR: N

Job Title
Clerk V, Bilingual

Department
Radiology

Job Summary

Under general supervision, performs a variety of specialized or complex clerical duties requiring discretion and independent judgment. Performs related duties as assigned.

Typical Duties

- Participates in the planning, development and maintenance of complex record keeping and/or filing systems.
- Gathers data. Prepares and maintains narrative and/or statistical records.
- Drafts forms, composes letters and/or reports requiring independent judgment and originality.
- Maintains hospital contact with outside organizations and individuals relative to division or department business.
- Gathers facts and responds to inquiries from staff and patients.
- Acts as a Receptionist in Administrative Office.
- Makes arrangements for meeting, sort's mail, answers phone, files materials, assembles duplicate materials, makes appointments, and operates office machinery.
- Ensures all paper requisitions are signed by the Physician.
- Registers in-patients and out-patients in various Radiology Divisions.
- Assists with preparing and completing payroll.
- Retrieves, purges and transports radiographs and other documents.
- Maintains daily supplies for registration and file areas.
- Requests transportation via the Tele tracking system for ward patients.
- Relieves staff and functions in registration of patients.
- Performs other related duties as required.

Minimum Qualifications

- High School Diploma or GED
- One (1) year of full-time experience in a clerical position
- Type at a corrected rate of 25 words per minute
- Bilingual

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of clerical and standard office practices and procedures.
- English grammar and usage, technical, scientific and/or medical terminology and the use of complex forms
- Knowledge of CERNER, SMS, and PC Computer System



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of payroll and time-keeping practices and procedures
- Skilled in the use of standard office equipment and machinery; computer literate
- Ability to exercise independent judgment
- Ability to understand and follow complex oral and written instructions
- Ability to implement a sophisticated filing system
- Ability to communicate with a wide variety of individuals
- Ability to stand or sit for long periods of time
- Ability to lift a minimum of 10-15 lbs.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.