**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Medicaid Secretary IV, Special Education</th>
<th>JOB CODE: 487D</th>
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<tbody>
<tr>
<td>DIVISION: Academics- Support and Specialized Services</td>
<td>SALARY SCHEDULE: Office Clerical/Technician Annual</td>
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<td>DEPARTMENT: Special Education</td>
<td>WORK DAYS: 238</td>
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<td>REPORTS TO: Assistant Director and/or Supervisor, Special Education</td>
<td>PAY GRADE: Rank IV (NC04)</td>
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<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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**PRIMARY FUNCTION:** Provides administrative assistance and clerical services for the Medicaid process in Special Education.

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 2 years of routine clerical experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Prepares and maintains the staff pool list as required by the Administrative Claiming for Education and Children’s Intervention Service Programs.
3. Handles documentation from the direct service providers to ensure all required paperwork is on file within the Medicaid billing system.
4. Assists in the preparation of required quarterly and annual financial reports, including desk reviews and audits.
5. Prepares and processes contracts and remittances for contracted employees on the direct service provider staff pool list.
7. Provides administrative support to the Supervisor of Special Education Budget, FTE and Medicaid.
8. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date __________

Signature of Supervisor ____________________________ Date __________