

**HUMBOLDT COUNTY OFFICE OF EDUCATION**  
**Medical Clerk**

Job Summary

Under supervision of the school nurse, to perform varied and responsible tasks related to health education including participation in physical screenings and maintenance of records.

Examples of Duties

Schedules and participates in vision and hearing screenings and records the results; establishes and maintains a confidential health file system in order to give quick reference to the child's health status; schedules appointments with parents at the school or at the home; makes contact with teachers, administrators, resource specialist teachers, and other school personnel as needed; coordinates the scheduling of health classes and in service programs; orders the inventories and monitors the first aid supplies at the school sites; assists the school nurse in the distribution of parent education forms and referral forms; maintains their permanent health record within the cumulative record and also the health filing system; assists in the maintenance of statistical reports; maintains a record of all pupil visits; assists the school nurse in the administration of the testing program.

Education and Experience

- Graduation from high school or equivalent demonstration of basic skills competency.
- Two years of progressively responsible clerical experience or completion of a medical clerical course and one year clerical experience.
- Employees in this position must have a valid California driver's license and be able to operate a vehicle to drive to the necessary schools throughout the county or be able to otherwise move about to multiple work sites on any given day.

Knowledge of:

- Modern office terminology, procedures and equipment;
- Department operations;
- Proper preparation of correspondence;
- Organization of files and records;
- Standard First Aid;
- Child development;
- General behavioral needs of student with disabilities

Ability to:

- Accurately key 50 words per minute;
- Communicate with tact and courtesy;
- Respond to routine inquiries;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Use proper English in filing and indexing and other identifying tasks;
- Use proper English with correct spelling and punctuation;
- Follow oral and written directions;
- Operate modern office equipment, including computers;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print such as contracts, prescriptions, spreadsheets and texts;
- Walk or otherwise be mobile on school grounds
- Travel by car up to four hours/day
- Walking, sometimes up to 4-5 miles per day when shuttling students.

Services Now Provided

- Epi Pen Coordination
- Coordinates medical waste program

- Assist with LEA Billing
- Manages CAIR enrollment

Range 27

Personnel Commission Approved: 10/19/93

Reviewed: 006/2018

Modified: 08/2018