



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Administrative Assistant Student Services Medicaid	Location:	Student Services
Reports To:	Director of Student Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	225 days / 11 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma or equivalent. Previous experience in medical billing or Special Education preferred but not required.

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

Under direction, the Administrative Assistant shall be expected to perform a variety of clerical and secretarial functions for the District. This position will require the effective conduct of a wide range of activities, many of which may or may not be secretarial and clerical oriented. This individual must be discrete, loyal, efficient, and be able to keep in confidence the business and materials they are dealing with. This employee's work is expected to be accurate and they should be able to handle routine efficiently and effectively. The Administrative Assistant may be responsible for the activities generated from various departments and divisions throughout the school or the district.

Qualifications

- Demonstrated typing skills
- Ability to operate routine office equipment
- Ability to relate well with staff, and public
- Ability to communicate effectively, orally and in writing
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations
- Computer literacy

Responsibilities and Requirements

- Perform routine secretarial and clerical functions for the department or division assigned
- Complete required student and financial reports
- Answer phones and relay messages, providing a tactful, courteous and informed contact for staff, parents, and the community
- Complete monthly Medicaid billing with accuracy
- Distribute mail and other communications as directed
- Cooperate with other office personnel to establish the smooth operation of that facility
- Be constantly aware of the importance of public relations in all aspects of the performance of these duties
- Responsible for performing those duties which protect the health and safety of students and employees
- Perform other duties when assigned by the immediate supervisor.
- Complete monthly Medicaid billing, quarterly and annual MIPS reports with accuracy.
- Maintain records for audits.
- Train Special Education staff on how to complete monthly Medicaid forms and random moments.
- Process requests for transportation for Special Education students.
- Perform other duties when assigned by the administrator

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.



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Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.