

## **PRINCIPAL MEDICAL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work involving responsibility for overseeing and participating in a variety of clerical duties in a medical or medical-related program (e.g. WIC, Social Services). The specific activities will depend on the area of assignment. The work differs from that of a Senior Medical Clerk in the level of responsibility and complexity of assignments. The work is performed under the general supervision of a department supervisor or administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Compiles data from New York State reports regarding various components of a medical program (e.g. WIC, Social Services), and includes such data in the development of program reports;  
Prepares routine correspondence with patients, family members, professionals and institutions;  
Oversees and participates in the monthly check reconciliation and clinic attendance for programs (e.g. WIC);  
Communicates with New York State staff regarding changes in program regulations and procedures and to exchange information;  
Meets with program coordinator to update program budget files;  
Oversees the purchase of items related to specific programs;  
Arranges teleconferences for in-service staff training;  
Assists staff in the completion of computer-related assignments and resolves problems related to the New York State computer tracking and other programs, as necessary;  
Meets with staff to coordinate the updating of computer programs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of business arithmetic and English; thorough knowledge of office terminology and practices; thorough knowledge of common medical terminology; ability to coordinate and provide guidance for the clerical aspects of clinic operations; ability to establish and maintain cooperative relations with others; ability to understand and carry out oral and written instructions; ability to prepare correspondence, reports and other material from general instruction; ability to use computer software as it applies to medical services clerical operations.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience that included or was supplemented by two (2) years of clerical, clinical or medical laboratory experience in a department, agency or office concerned with the provision of medical, dental, psychological, or related, health services.

### **NOTES:**

1. Additional clerical experience or any academic, technical or vocational training may be substituted for the high school diploma on a year-for-year basis.
2. Successful completion of a recognized Medical Office Assisting Certificate Program, Medical Laboratory Technician Program, Medical Record Technology Program, or a comparable program, may be substituted for two (2) years of the required general or specialized experience.

**PROMOTION:** One (1) year of permanent status as a Senior Medical Clerk or Senior Medical Clerk-Typist.

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Competitive