


JOB DESCRIPTION	EXTERNAL
<p style="text-align: center;">County of York</p>  <p style="text-align: center;">York County Sheriff's Office</p>	<p style="text-align: center;">Medical Billing Clerk</p> <p>Status: Part-Time</p> <p>FLSA: Non-Exempt (Hourly) (20-25 hours per week)</p> <p>Salary: \$20.43 - \$22.56 / Grade 6</p> <p>Union: MSEA</p> <p>Reports to: YCSO Sheriff And/or Designee</p>

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The Medical Billing Clerk assists the York County Sheriff's Office with Correctional processing, documentation, and reporting of all types correctional resident medical billing. Oversees the Inmate Benefit Fund, ensuring invoices are paid and reports are produced as needed.

SUPERVISION RECEIVED AND EXERCISE

The Billing Clerk is directly supervised by the Correctional Director of Programs, or designee by the York County Sheriff.
There are no supervisory responsibilities in this position.

ESSENTIAL DUTIES

1. Notify residents of the York County Jail of their financial responsibility to pay for or reimburse York County for all allowable expenses during their incarceration.
2. Prepare invoices for expenses incurred by residents which are subject to reimbursement.
3. Work closely with jail administration and representatives of the medical vendor to review and document medical bills from outside vendors.
4. Maintain accurate records of medical bills, invoices, and payments.
5. Perform PR bails of eligible residents after their video arraignment.

6. Process various resident paperwork and witness resident signatures on required legal documents.
7. Assist the jail administrator with processing the jail weekly payroll into the county's MUNIS system.
8. Process accounts payable and receivable for jail funds.
9. Meet with residents to establish payment schedules of recoverable medical costs.
10. Maintain accurate records of the jail inmate benefit fund account (IBF), and produce financial reports as needed.
11. Assist with other clerical assigned tasks as directed.

MINIMUM QUALIFICATIONS

- High School diploma or Equivalent required.
- Must be 18 years or older.
- Valid Driver's License.
- Must be able to provide proof of U.S. Citizenship or legal authorization to work in the United States.
- Must successfully pass pre-employment background screening.
- Must be a Maine Notary or the ability to become one upon hire.

KNOWLEDGE, SKILLS, and ABILITIES

- Computer Skills – Should be comfortable using bookkeeping software and computer spreadsheets.
- Detail Orientated – Responsible for developing accurate financial records and reports. The ability to pay detailed attention to avoid errors and recognize errors that have been made.
- Integrity – Be in control of the financial documentation for the YCSO and utilize information appropriately and keep data confidential.
- Math Skills – Ability to work with numbers on a daily basis and need to be comfortable with a range of mathematical operations.
- Confidence – Ability to work independently or with others as needed.

PHYSICAL REQUIREMENTS

Physical Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms. As well as on occasion lift 25 pounds or more.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested candidates must submit a resume and/or application to York County Human Resources. Applications for this position can be picked up at the York County Government Building located at 149 Jordan Springs Road, Alfred, ME or by downloading from the County of York website:
www.yorkcountymaine.gov/careers

All applications and/or resumes should be submitted to:

York County Human Resources

Attn: Linda Corliss
45 Kennebunk Road
Alfred, ME 04002

Physical Address: 149 Jordan Springs Road, Alfred, ME 04002

This posting will remain open until a qualified candidate is selected.

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran Status.