

ADMISSIONS CLERK

PURPOSE AND NATURE OF WORK

Position is responsible for collecting and maintaining computerized databases for required reports and conducting quarterly quality assurance reviews for the Drug Court Program. Work is performed under the general direction of the Substance Abuse Program Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Collects and compiles data throughout the month for completion of various reports, as well as maintenance of electronic and hard copies. Uses and creates databases (spreadsheets) to input and store client demographics and other information pertaining to all past and present clients. Runs reports on status of all clients and program, monthly, yearly, or as requested. Reviews client records on a quarterly basis, following recommendations of DHH for compliance. Reports any findings to the proper agency and provides a time frame for completion. Performs similar services at other facilities in the area on a rotational basis. Attends regular court hearings and records status changes for reporting purposes and staff knowledge. Conducts orientation by reading required information. Completes all client admissions, collects demographics, as well as obtains written consent from the clients. Directs clients for drug screen, answers phones, receives payments, purchases office supplies, and related clerical duties.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of computer software, including multiple spreadsheet applications.
Knowledge of Drug Court policies and procedures.
Ability to follow oral and written instructions.
Ability to work independently and diligently on detailed tasks.
Ability to communicate clearly, both verbally and in writing.
Ability to establish and maintain effective relationships with supervisors, other employees, clients, judges, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school and experience in the operation of computer spreadsheet/databases; or an equivalent combination of training and experience.