

WARD CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing routine clerical work, scheduling, timekeeping and assisting nursing personnel in maintaining patient/resident care records. Ward Clerks may also assist in providing care to patients/residents in the County Adult Care Center. Does related work as assigned. Work is performed under general supervision.

TYPICAL WORK ACTIVITIES:

Sets up new admission charts;

Creates staffing schedules in accordance with the provisions of the collective bargaining agreements and administrative direction;

Evaluates daily staffing needs and incorporates assignments in conjunction with the supervisor.

Coordinates staff time-off requests and appraises supervisor of problems related to staff punctuality, sick time and/or leave of absences.

Assembles and keeps an adequate supply of charting supplies;

Maintains a variety of records relating to activities occurring on assigned floor;

Delivers completed charts to the medical records department;

Answers phones and takes messages;

Escorts patients to scheduled appointments with physicians or therapists;

Requisitions and orders supplies as needed;

Sets up and administers EKG's in accordance with established procedures;

Cleans and sterilizes equipment used in performance of duties;

Distributes personal items to patients/residents as needed;

Performs other duties as required or assigned.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Some knowledge of office terminology, procedures and equipment; some knowledge of business arithmetic and English; ability to understand and follow oral and written direction; ability to properly operate a machine for taking electrocardiograms; ability to write legibly; clerical aptitude; cheerfulness, courtesy in interacting with patients or residents; and confidentiality.

MINIMUM QUALIFICATIONS:

No minimum education or experience requirements are established for this position. To qualify for appointment, candidates must demonstrate clerical aptitude and competence by successfully participating in a written examination designed to test for these traits. Candidates will be required to successfully complete a probationary period in accordance with Civil Service Rules.