

Typist Clerk

1. Provides information to the public, employees and other departments where judgment and explanation of departmental functions, procedures, policies and rules is required. (4)
2. Provides outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
3. Types correspondence and other material requiring the application of subject matter knowledge and judgment in the selection of data or interpretation of rules and policies. (6)
4. Operates a magnetic card or other word processing machine in preparing case histories, reports, briefs, specifications and correspondence. (6)
5. Refers persons to appropriate department or personnel for assistance. (4,6)
6. Coordinating Medi-Cal covered health services for a client. (6)
7. Coordinate and monitor transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8)
9. Daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)