

## STAFF ASSISTANT (SERVICES FOR CHILDREN WITH DISABILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform a variety of administrative support and clerical functions to facilitate the accurate, complete and timely flow of all information necessary for both the Early Intervention/Preschool Program and Operations and the initiation and/or change of service in the preschool program. This includes the direct entry of essential data into the system, financial recordkeeping, auditing and monitoring records and administrative support tasks. Incumbents are responsible for a variety of operations and duties that assist in meeting program goals, ensuring the efficiency and effectiveness of the units and monitoring the programs. Supervision may be exercised over a small number of subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the implementation of program components providing overall support for program goals as they relate to Services for Children with Disabilities;

Act as liaison with program service staff and operations unit;

Reviews eligibility and authorizations for children with disabilities in compliance with State rules and regulations;

Assembles data, analysis and reports, using manual and automated procedures;

Researches, compiles and determines claims for payment related to evaluation, coordination and services provided;

Communicates and coordinates with service providers to ensure that procedures are understood and followed;

Performs regular review of data, work product and procedures to ensure overall program integrity;

Trains staff as appropriate in administrative procedures of the operating unit;

Maintains effective provider relations with the Early Intervention (EI) and Preschool programs to ensure efficient resolution of claims and compliance with program standards;

Tabulates and analyzes data, making recommendations of for improvements;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Early Intervention and Preschool Programs; good knowledge of recordkeeping practices and procedures; knowledge of administrative practices and techniques; knowledge of document and financial auditing procedures; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to create spreadsheets and manipulate data for effective data analysis; ability to effectively use computer applications or other automated systems such as word processing, calendar, e-mail and database software; ability to perform arithmetic calculations accurately and quickly; ability to develop and update operational procedures; ability to maintain absolute confidentiality; ability to gather accurate information; ability to establish and maintain effective working relationships; ability to communicate effectively, both verbally and in writing; dependability; tact; physical condition commensurate with requirements of position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and four years of business, financial or office recordkeeping experience, one year of which must have been in a public health agency, hospital or other agency that provides medical or health services.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to four years of the above required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J. C.: Competitive  
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Job Class Code: C1916  
Job Group: VIII