

Information Management Assistant III

Dept/Div: ClericalN/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work completing data entry, correction or report requests, maintaining various database systems for student records, assisting with database training, coordinating medical assistance billing, and related work as apparent or assigned. Work is performed under the general direction of the Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Maintains student information systems for special education students using various computer databases.
Reconciles district student data with state student data to ensure accurate state reporting.
Creates and maintains accurate tuition agreements.
Receives and processes referrals for students from referring districts.
Calculates, prepares and distributes transition billing statements to participating school districts.
Maintains working level of knowledge within database systems in order to act as a resource for staff.
Coordinates third party billing; works with staff to ensure seamless procedures and necessary documentation requirements are met.
Processes billing consent forms and required correspondence with vendors.
Acts as a liaison between administrative staff, database vendors and the Minnesota Department of Education.

Knowledge, Skills and Abilities

Comprehensive knowledge of office management techniques and equipment; comprehensive knowledge of business English, spelling and arithmetic; thorough knowledge of applicable manuals for the department; thorough knowledge of access database management techniques, policies, practices and procedures; general knowledge of departmental organization and functions and general administrative policies and practices; comprehensive skill organizing work flow and coordinating activities; general skill operating personal computer equipment and related office and accounting software; ability to create and maintain files and reports from file sources; ability to analyze and interpret policies and procedural guidelines; ability to type at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in written form; ability to resolve problems and inquiries; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and considerable experience working in access database management, acting as an administrative assistant with increasing responsibilities, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing

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written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Last Revised: 9/27/2011