



Edgecombe County Department of Social Services

Accounting Clerk IV - Position Number: 165-04-314

Adult Protective Services- Non-Emergency Medicaid Transportation: This position is assigned to the Adult Protective Services Team and will authorize and coordinate NEMT services to Edgecombe County Medicaid recipients as well as perform transportation billing verification, keying and check requests. Position will verify, code, balance, maintain and report on manual and automated records relating to NEMT. This includes capturing data to compile and generate monthly reports of NEMT expenditures and consumer data, (to include no-shows) for the Director. Position may provide backup duties to the Office Assistant III Transportation Coordinators which involve: Receive transportation trip requests and arrange and coordinate transportation services, determine/re-determine eligibility for services through an assessment process, verify information and investigate discrepancies, update information in client records, state systems and database, document eligibility decisions and maintain a transportation file for each recipient, monitor trips for quality control purposes for submission of quarterly reports to the state, collaborate with community partners and transportation providers, and other duties as assigned. Position requires excellent customer service skills. A valid NC driver's license, access to a passenger vehicle and the ability to travel within the context of the job is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the State of North Carolina in accordance with the County Fleet Policy and Employee Safety Program (page 10, section.) Position is located in the Tarboro office; however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

Significant knowledge of program procedures, methods, and practices. Significant knowledge and ability to use correct grammar, vocabulary, spelling and program terminology to compose, proofread and edit correspondence, reports and other materials. Ability to record, compile, summarize and perform basic analysis of narrative and numerical materials. Ability to learn and independently apply laws, program rules and regulations. Ability to learn programs and services and apply this knowledge in problem-solving and responding to most questions and inquiries. Ability to use judgment in establishing program procedures and organizing and coordinating workflow. Ability to apply correct sentences and grammatical structure to independently compose and format materials within established guidelines. Ability to independently work with people with courtesy and tact in performing public contact duties in person and by telephone. Ability to gather and release pertinent program information. Ability to schedule and coordinate a variety of appointments, meetings and/or conferences. Skill in the use of the computer. Ability to multi-task and work effectively under pressure and deadlines with clients and the general public in a high-volume environment.

Minimum Training and Experience:

Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience. A high school equivalency certificate or one year of clerical experience may be substituted for high school graduation.

Salary Range: \$23,170.00 or higher depending upon experience and credentials. Compensation for full-time employees include excellent benefits that total over \$10,000.00 annually.

[Apply for this position](#)

Preferences: Prefer applicants with strong computer skills and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply. **We support a drug free work environment. A preemployment drug screening and criminal background check is required. AA/EOE**