

I. POSITION TITLE: Clerical Assistant

II. SUPERVISOR: Ambulance Coordinator

III. GENERAL DESCRIPTION OF DUTIES: ~~Responsible for assisting the~~ Ambulance Coordinator and ALS Supervisor in their administrative and clerical duties.

IV. DUTIES AND RESPONSIBILITIES:

- A. Assists the Ambulance Coordinator and ALS Supervisor with administrative and clerical duties for the operation of Tri-Town Ambulance.
- B. Attends Tri-Town Ambulance Committee meetings to take and disseminate Tri-Town Ambulance Committee Minutes to all Tri-Town Committee Members, Ambulance Coordinator, and ALS Supervisor.
- C. Tabulates, catalogs and appropriately houses (electronically and/or physically) all run reports (SARFs) and creates necessary and associated ambulance run information, in accordance with the Minimum Data Set of information required by the federal government.
- D. Assists the Ambulance Coordinator in tracking various stipends of run counts for all associated volunteer squad members of Tri-Town Ambulance for incentive pay compensation.
- E. Assists the Ambulance Coordinator in tracking, organizing, and reconciling billing issues between the ambulance billing service, Town of Chilmark, Martha's Vineyard Hospital and the Tri-Town Ambulance Committee.
- F. Maintains and monitors the dissemination of information regarding Health Insurance Portability and Accountability Act (HIPAA) requirements and compliance.
- G. Assists the Ambulance Coordinator in monitoring, maintaining and disseminating information of all Local, Region, State and Federal mandated requirements for Tri-Town Ambulance Service.
- H. Is familiar with or has access to all Tri-Town Ambulance, Region V, OEMS, other State and Federal regulations, policies and laws regarding the ambulance service.
- I. Performs other tasks at the request of the Ambulance Coordinator and/or ALS Supervisor.

*The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

V. SUPERVISORY RESPONSIBILITIES:

None

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Massachusetts EMT Basic Certification is preferred
- B. Valid Massachusetts driver's license
- C. Familiarity with Tri-Town Ambulance, Region V and State regulations, policies, and laws concerning ambulance maintenance.
- D. Demonstrates basic skills in typing, computer knowledge (specifically Microsoft applications).
- E. Ability to maintain accurate records and files.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

This is an hourly, non-benefited position.

Grade:   6   Hours per year:           

APPROVED BY THE PERSONNEL BOARD:

Date: 2/23/09

Chair: [Signature]

REVIEWED BY BOARD OF SELECTMEN:

Date: 3/3/09

Chair: [Signature]

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