

## Duty Statement

### Office Manager

1. Initiates and answers telephone calls, and schedules appointments. (Codes 1)
2. Takes dictation and transcribes letters, reports, bulletins, and memoranda. (Codes 1)
3. Prepares student enrollment packets inserting flyers regarding Medi-Cal and/or Healthy Families information. (Code 4)
4. Assists families in gathering information that may be necessary to complete the Medi-Cal/Healthy Families application or re-determination process. (Code 6)
5. Makes available flyers regarding information about Medi-Cal services to students and their families. (Code 4)
6. Opens, screens and routes incoming mail for supervisors. (Code 1)
7. Creates flyers with information regarding Medi-Cal/Healthy Families services and programs available to their students and their families and distributes to school staff. (Code 4)
8. May attend group meetings, transcribing and editing minutes of the meetings. (Code 1)
9. Attends meetings on MAA program and fills out a quarterly MAA time survey. (Code 15)
10. May assist with the preparation of materials for board agendas, public or professional presentations. (Code 1)
11. Proofreads documents and reports. (Code 1)
12. Collects and maintains records of department expenditures. (Code 1)
13. Contacts individuals and coordinates special, annual or periodic appointments. (Code 1)
14. May supervise and evaluate assigned workers. (Code 16)
15. Arranges transportation of students to Medi-Cal covered services. (Code 10)
16. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)
17. Monitors or schedules ongoing appointments for Medi-Cal covered services as required by IEP's. (Codes 8)
18. Arranges for or provides translation services (oral, written or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
19. Updates resource directory of Medi-Cal service providers. (Code 14)
20. Assists with administration and coordination of the MAA program. (Code 15)

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21. Completing personal mileage and expense claims. (Code 16)
22. Reviewing school policies, procedures, or rules. (Code 16)
23. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
24. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)