

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:     X NEW POSITION         EXISTING POSITION

Agency  
Number

**Part I - Items 1 through 12 to be completed by department head or personnel office.**

|                                                                                                                   |                                                                                                       |                                                                                                       |                                                                                   |  |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--|
| 1. Agency Name Dept. for Children and Families                                                                    |                                                                                                       | 9. Position No                                                                                        | 10. Budget Program Number 23642                                                   |  |
| 2. Employee Name (leave blank if position vacant)                                                                 |                                                                                                       |                                                                                                       | 11. Present Class Title (if existing position)<br><b>Administrative Assistant</b> |  |
| 3. Division KC Region                                                                                             |                                                                                                       |                                                                                                       | 12. Proposed Class Title                                                          |  |
| 4. Section Program and Service Integration                                                                        | For<br>Use<br>By<br>Personnel<br>Office                                                               | 13. Allocation                                                                                        |                                                                                   |  |
| 5. Unit Kansas Rehabilitation Services                                                                            |                                                                                                       | 14. Effective Date                                                                                    |                                                                                   |  |
| 6. Location (address where employee works)<br><br>City Kansas City County WY                                      |                                                                                                       | 15. By                                                                                                | Approved                                                                          |  |
| 7. (circle appropriate time)<br>Full time          Perm.          Inter.<br>Part time          Temp. X          % |                                                                                                       | 16. Audit<br>Date:                                  By:<br>Date:                                  By: |                                                                                   |  |
| 8. Regular hours of work: (circle appropriate time)<br><br>FROM: 12:00 PM To: 3:45 PM                             | 17. Audit<br>Date:                                  By:<br>Date:                                  By: |                                                                                                       |                                                                                   |  |

Position  
Number

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position provides administrative and clerical support to a staff of Rehabilitation Counselors and the Rehabilitation Manager in the Kansas City Office.

This position is also expected to:

- Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public;
- Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities;
- Ensures that each consumer has the necessary information, knowledge and opportunities to make informed decisions throughout the rehabilitation process, including the selection of the vocational objective and needed services.
- Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth;
- Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency;
- Provide excellent customer service both internally and externally, serving as an advocate for the customer throughout all program areas and lines of business;
- Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity;
- Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other SRS and KRS staff; and
- Work cooperatively with peers, staff, customers, community partners and the general public.

18. (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.    N/A

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19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

**Name** Danielle Thibault

**Title** Public Service Executive I

**Position Number** K0000209922

Who evaluates the work of an incumbent in this position?

**Name** Danielle Thibault

**Title** Public Service Executive I

**Position Number** K0000209922

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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee receives general instruction for the completion of work and is expected to exercise skill in detailing assignments from a broader context. Additional work is completed in accordance with the procedures outlined in the KRS Procedures manual. General supervision is provided. The amount of detail depends on the nature of the assignment.

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21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

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Number Each  
Task and  
Indicate  
Percent of  
Time

- |    |            |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <u>20%</u> | <u>E</u> | Prepares letters, memos, and other items requested by Counselor using correct format, spelling and punctuation. Prepares routine correspondence with minimal instruction and information. Assists Counselor in compiling information for reports. Performs other duties as assigned by supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                |
|    |            | <u>M</u> | Organizes case files and performs filing for counselors according to filing procedures in KRS Procedures manual. Files incoming letters, memos, and other information for easy retrieval by counselor. Assembles new files according to KRS Procedures manual.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    |            | <u>E</u> | Takes detailed messages from consumers, vendors, and other agencies, acting as a liaison between consumer and counselor. In Counselor's absence, coordinates between consumer and the counselor's supervisor to resolve any problems or immediate issues as they occur.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. | <u>20%</u> | <u>E</u> | Operates and maintains computer daily to record and update client files for counselor. Opens cases using the KMIS coding processes and procedures. Reviews applications on system to see if previous history with Rehabilitation Services and if so, then requests closed case from appropriate office. Checks applications against date of referral. Reviews and tracks any changes in vendor or consumer addresses sent to Administration and sends required information for new vendors to be sure they are put on SMART system immediately.                                                                                                                                                                   |
| 3. | <u>30%</u> | <u>E</u> | Prepares service and payment authorizations in accordance with established accounting codes in order to maintain billing and posting of charges and credits with general supervision. Oversees that fiscal closing is completed in an accurate manner. Contacts vendors, doctors, and other agencies to facilitate services to clients and resolves vendor billing problems to insure accurate payment. Requests medical CPT codes when necessary to insure accurate authorization and payment. Works with public transportation authority to make sure that bus passes are available for consumers. Communicates with public transportation service for additional passes or when extra passes may be picked up. |
| 4. | <u>10%</u> | <u>E</u> | Maintains counselor's schedule. Does timesheets for self and for counselor. Reserves state cars when necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | E | Prepares case record for closed case files, with all authorizations, reports, letters, narratives, etc. in proper order. Maintains accurate log of all closed files and is office contact to mail closed files to other offices as requested. Follow proper procedures for closed case files approved for expunging.                                                                                                                      |
| <u>10%</u> | E | Operates state cars and provides transportation assistance as needed for counselor to/from client appointments, meetings, and conferences. Drive safely and within speed limits, taking into consideration weather and road conditions and keep the car clean and properly serviced. Must be able to read maps and locate unfamiliar sites. Transports counselor to and from destinations using the most direct and cost effective route. |
|            | E | Maintains mileage logs daily. Must have basic math and writing skills to complete the logs. Needs to be prompt and have vehicle ready to go in order to reach destination at appointment time.                                                                                                                                                                                                                                            |
|            | E | Provides accurate information about surroundings. Provide in-home assistance when visual observation is necessary. Provide sighted-guide assistance as needed.                                                                                                                                                                                                                                                                            |
| <u>10%</u> | E | Reads printed, confidential material to the counselor such as medical records, psychological evaluations. Also, assist with reading this information during consumer appointments. Must speak clearly when reading and/or making audio cassettes for the counselor and observe confidentiality rights of consumer by not discussing information with others.                                                                              |
|            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                           |

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title** **Position Number**

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Error in work or lack of timely processing would disrupt the provision of timely services to consumers and would result in inappropriate authorizations and payments to consumers.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact is made with general public. Nature of work requires frequent contact with other employees and officials in order to insure that clients receive services in a timely manner. Contacts may be made by phone or in person. Frequently provides general agency information to vendors in order to solve billing problems. Gives brief overview of program to potential applicants for services and refers them to supervisor for more intensive questions.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomforts typical of offices.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer (daily)  
TabQuik printer (daily)  
Telephone (daily)  
Copier (daily)  
Fax machine (daily)  
Calculator (as needed)  
Video Relay Service (VRS) (occasionally)

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**PART III - To be completed by the department head or personnel office**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

1 year experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - Special or professional

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License, certificates and registrations

Must have valid Driver's License and proof of insurance

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Special knowledge, skills and abilities

Proficiency in operation of personal computer and word processing, ability to use spell check, Excel spreadsheets. High school graduate. One year experience in rehabilitation or in a clerical position in a medical-related field preferred. Education may be substituted for experience as determined by the agency.

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Experience - Length in years and kind

1 year experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

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28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Moving to distribute mail. Sitting, communication of information.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

Signature of Agency Head or  
Appointing Authority

Date