

CASE REGISTRY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrative employee, an incumbent in this class is responsible for the maintenance of all the clerical components of the T. B. Register, as required by New York State and the yearly Influenza Program. Responsibilities include the compilation of information and completion of statistical reports either manually or using automated systems. May function as lead worker in special assignments. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Processes and reports all Tuberculosis cases to the New York State Health Department;

Compiles and prepares statistical reports for the Department and the New York State Department of Health utilizing information from TB clinic records, information supplied from the District Offices, surveys, private doctor's correspondence, and TB 32's;

Posts lab results, medical records and correspondence to patients' permanent records;

Reviews, maintains, and updates the TB Register for patient information including: bacteriology results, hospitalization data, and medications;

Answers and routes incoming phone calls from the public and medical professionals, providing assistance when applicable;

Participates in the scheduling and setup of the yearly influenza program by contacting sites and arranging flu clinics, making up the schedule, making appointments, assisting in the employee flu clinic, and processing all applicable paperwork;

Assists in TB community surveys by taking information from contacts and performing clerical functions;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, including the use of automated and other labor saving devices in office work; good knowledge of departmental policies and procedures applicable to the area of assignment; ability to compile and calculate statistical information; ability to work under pressure and with frequent interruptions; ability to file and retrieve records and data accurately and efficiently; ability to provide accurate and timely responses to information requests; ability to implement new or revised work methods and procedures; ability to understand oral and written communications or requests for information; ability to maintain simple records of work activities; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; perseverance in tracking down missing and misfiled items; accuracy;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (con't)
resourcefulness; initiative; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and satisfactory completion of 60 college credits which must have included one course in statistics and three years of staff or administrative support experience, which included or was supplemented by one year of experience which must have involved the use of statistical software to maintain and analyze data.

SUBSTITUTION: Additional college credits* at the rate of 30 credits may be substituted on a year for year basis for up to two years of the general experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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J. C.: Competitive
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Job Class Code: C0220
Job Group: VIII