



# COUNTY OF HIDALGO

## Human Resources Department

Job Title: **TB RECORDS MANAGER**  
Grade: 10

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*The County of Hidalgo Human Resources Department reserves the right to assign candidates to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on evaluation of listed education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.*

### **GENERAL DESCRIPTION**

Provide clerical and medical transcription support to Health Department division and/or clinics. Monitor reporting forms and assist with high risk screening activities. Prepare and send information electronically to the DSHS and CDC. Assist the Division Manager as needed.

### **EXAMPLES OF WORK PERFORMED**

- Maintains all medical records in compliance with state laws and Health Department policies and procedures
- Monitors medical information reported to the DSHS as required by grant contracts
- Performs medical transcription duties for all TB clinicians
- Compiles detailed computerized and manual statistical reports for the TB program
- Answers multi-line phones, provides routine information and/or directs the calls appropriately
- Prepares contact investigation outcome and updates reports
- Compiles and/or types (using the computer) statistical reports and memos
- Greets members of the general public face-to-face and provides routine information or refers to the appropriate source(s)
- Assists with maintaining inventories supplies and orders as appropriate
- Performs all other related duties as assigned

### **EXPERIENCE AND EDUCATION**

Associate's degree or equivalent and two (2) years of medical records experience and familiarity with medical terminology

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## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Effective communication skills for working with the public

Data entry skills, basic math, record keeping, filing, and experience receiving cash and making change

High level of computer knowledge and spreadsheets essential

Ability to handle multiple tasks at once

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, patients, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations