

NOTICE OF JOB VACANCY

DEPARTMENT/DIVISION: Human Services / Cornerstone Behavioral Health Hospital
TITLE: Keyboarding Clerk (Administrative support & Scheduling Staff)

DESCRIPTION OF POSITION:

Assist in the daily tasks of the scheduling office, including completing work schedule for RN's and IA's. Complete overtime availability list for entire schedule period. Prepare correspondences and memos to employees as needed.

Maintain and monitor overtime pursuant to the Union contracts (HPAE and Council 8).

Review employee's benefit time request and confirm with Prime Point (County's HR and Financial system).

Responsible for the renewal of all nursing license, prior to expiration date, complete verification form and keep a current list of nursing licenses.

Compile and prepare reports using Excel and Prime Point and other platforms for data logging, salary pay progression and expenses.

Maintain spreadsheet /salary for Nurses contract (HPAE) and years of experience.

Back-up for assembling COVID kit test. Back-up for various payroll duties and close out payroll for the two/three week period.

Patient Fund Account: Check patient's balance, withdraw and deposit money on patient's acct.

Daily reconciliation of patient acct sheet, forward same to Finance.

Received and discharge patient's property.

Education:

Successful completion of (60) semester hours credits from an accredited college or university. Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with (30) semester hours credits being equal to (1) year of experience. One (1) year of experience in scheduling.

Experience:

At least 6 months of experience in scheduling.
Payroll experience and proficient in Excel and Word.

Knowledge and Abilities:

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position. Knowledge of methods used in data collection, established and maintain records and files. Knowledge and ability to use of various types of electronics and/or manual recording and information system used by the hospital/ offices.

SALARY RANGE Full time: Min \$ 42,161 - Max \$63,247
Full Time 37.5 hours a week
Monday through Friday

ISSUE DATE: 05/10/2022

CLOSING DATE: continuous

AUTHORIZED SIGNATURE: 

PRINT NAME: Debbie-Ann Anderson **TITLE:** Director, Dept of Human Services

**INTERESTED APPLICANTS MAY CONTACT UNION COUNTY
DEPARTMENT OF HUMAN SERVICES AT: HSresumes@ucnj.org**

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