



## VACANCY NOTICE

**TITLE:** Medical Billing Clerk

**LOCATION:** Pole Campus, Norwich, NY and/or Harrold Campus, Sidney Center, NY

**REPORTS:** Coordinator of Special Programs Finance

**TERMS:** 12 month, full-time

**QUALIFICATIONS:** Candidates must meet minimum Civil Service qualifications for Medical Billing Clerk and successfully pass the examination. These qualifications include graduation from high school and one year of experience in maintaining financial accounts and records or in processing health insurance claims or billing. Experience in a school setting, working knowledge of Microsoft Office, experience with Special Education software and Medicaid helpful.

**RESPONSIBILITIES/DUTIES:** Selected candidate will support Special Programs Finance Office by tracking and maintaining student information through online systems and Medicaid software. Communicate and work collaboratively with school personnel and State agencies. General office duties.

**SALARY/BENEFITS:** \$13.20 - \$15.00 per hour; generous benefits and leave package based on BOCES Educational Support Personnel Association (BESPA) contract.

**STARTING DATE:** As soon as possible.

**TO APPLY:** Send cover letter, resume, DCMO BOCES application and Delaware County Civil Service Application.  
Applications reviewed as received.

DCMO BOCES Application found at:  
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:  
[http://www.co.delaware.ny.us/departments/pers/docs/employee\\_docs/DC%20Application%2020191121%20savable.pdf](http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf)

*Apply online:*

[www.OLASjobs.org](http://www.OLASjobs.org)

-or -

<https://dcmo.mightyrecruiter.com>

*By mail:*

Human Resources Department  
Delaware-Chenango-Madison-Otsego BOCES  
6678 County Road 32  
Norwich, NY 13815-3554

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02/09/2022