



JOB POSTING

POSITION TITLE: Financial Associate I – Health Services Unit

LOCATION: Sheriff's Office
Oshkosh

HIRING RANGE: \$18.69 - \$20.77/Hr.

STATUS: Full Time

HOURS PER WEEK: 37.5

WORK HOURS: 8 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION**
July 2022

POSITION: Financial Associate I – Health Services Unit

DEPARTMENT: Sheriff's Office

PAY SCALE: Hourly

PURPOSE AND SUMMARY:

Provides clerical and bookkeeping services to the Health Services Unit (HSU) of the Corrections Division and administers the medical copayment program.

ESSENTIAL FUNCTIONS:

1. Maintains financial records relating to HSU operations within the Corrections Division. Collects all medical payments and accurately applies charges to accounts payable. Reviews and verifies provider medical and prescription charges. Applies medical charges into inmate account system. Maintains and verifies indigent reporting and health coverage information.

2. Assists in maintaining inmate medical records and acts as a receptionist for HSU. Monitors and orders office and medical supplies. Completes data entry and tracking for statistical health information. Develops lists of inmates due for physical assessments, TB skin tests, HIV testing, and counseling. Maintains and takes minutes of quarterly medical meetings. Sets up outside medical appointments for inmates and coordinates transport with the Court Services Unit (CSU).
3. Prioritizes work to meet financial deadlines for billing, payments, and accounts receivable based upon inmate medical status. Makes sound decisions based on General Orders, Directives, and past practice. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgement, common sense, and knows when and what type of action is appropriate.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides a professional level of customer service to Agency staff and to external consumers of service.
2. Receives phone calls and assists general public and visitors with their inquiries.
3. Exhibits a good working knowledge of all assigned equipment, to include required technologies, and is able to function effectively with it.
4. Prepares reports and completes data entry that are accurate, thorough, neat, organized, and properly maintained for future use.
5. Effectively communicates in writing using proper grammar, spelling, and punctuation.
6. Performs job duties in a safe manner and understands and practices principles of employee safety.
7. Provides back up duties, as needed, to other employees in work area.
8. Ensures that confidentiality is maintained at all times.
9. Perform other duties as assigned by the Corrections Captain or designee.

WORK RELATIONSHIPS:

1. Reports to Corrections Sergeant.
2. Works closely with Corrections Deputies.
3. Interacts regularly with the Finance Department and Probation/Parole.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School graduate or its equivalency required, plus related accounting experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
2. Knowledge of office terminology, practices, procedures, and equipment.
3. Knowledge of Microsoft Word, Excel, and/or other record keeping computer programs.
4. General knowledge of bookkeeping practices, procedures, and the ability to operate a ten-key calculator accurately and proficiently.
5. Possession of good organizational skills and the ability to file information properly and consistently.
6. Ability to perform data entry on a computer including accurate record entry and retrieval.

7. Ability to work effectively and cordially with the general public and other employees.
8. Ability to meet regular and predictable attendance standards.

PHYSICAL QUALIFICATIONS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to work at a computer for extended periods of time.
4. Ability to use standard equipment found in an office setting.