



Job Title:	Senior Assessment Management Systems (SAMS) Data Coordinator	Job Requisition #:	2k16-04-14
Department:	Community Services	Status:	Classified
Revised Date:	5/2015	Job Code:	6330
Union Code:	Non-represented	Handles Confidential Info:	Yes
First Day to Apply:	04-20-2016	FLSA	NE
Last Day to Apply:	Open Until Filled	Entry Wage:	\$13.5654/hourly
		Work Schedule:	M-F 8 a.m. – 5 p.m.

GENERAL PURPOSE: Under general supervision, maintains and processes registration and assessment data to determine senior citizen's eligibility for participation in County senior programs; verifies accuracy of data submitted for state reimbursement due the programs for services provided to area seniors; ensures accurate and up-to-date program files and documentation; and performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma/GED Certificate, Associate's Degree preferred, and two years of data entry, financial record-keeping, bookkeeping, and/or billing experience and office support functions for a department or medium to large size program, and records management and retention; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Valid New Mexico driver's license

SUPERVISION RECEIVED AND EXERCISED:

Position reports to Executive Administrator of Senior Programs and does not exercise supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Logs onto the SAMS Aging Network database to provide supervisors with detail registration verifications for In-Home and Senior Center service rosters; accesses senior center roster listings to update consumer participants and other relevant information; verifies each of the Centers service data on a weekly basis; prints rosters and batches them per site; and places rosters in assigned folders for mail pick-up and delivery to Center Supervisors to be maintained for reporting and recordkeeping.
- SAMS service rosters are placed in an easy access location at each Center location for incoming seniors to easily sign-off whenever they receive a particular service such as transportation services or congregate meal service; at the end of each week, service roster information is forwarded to the Coordinator for review and verification to ensure that all reimbursable units are accurate; balances and reconciles data ensuring all units balance to estimated weekly totals; verifies consumer eligibility on SAMS database and ensures all supporting documentation has been attached; batches documentation and at month's end e-mails the batched roster information to the Deming Office for calculation of the State's dollar reimbursement due to the program for services provided to area seniors.

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Senior Assessment Management Systems (SAMS) Database Coordinator

- Registrations and assessments are taken at each Center based on program eligibility; assessments are reviewed for verification of details needed to capture senior eligibility; follows up with supervisors when information is missing; accurate data is needed to qualify seniors for Center programs as well as for other services available; ensures that all seniors are re-assessed in a timely matter to prevent a lapse in service; mails assessments to the Deming location for updating into the Aging Network database which allows seniors to receive services.
- Reconciles end of the month reports against Deming Reports; follows-up to ensure reconciliations are processed; meets with supervisor to review and sign off on reports; verification statement is submitted to the Deming Office and payment is processed.
- Based on database entries, adjusts existing report filters as needed, to enable accurate monthly reports that provide an internal breakdown of all services provided to consumers at each of the County Senior Centers including a summary of congregate meals; home delivered meals; transportation, physical fitness, and recreational activities; submits all data collected on units of services to the Non-Metro Area Agency on Aging within required timeframe.
- Completes site visits on a quarterly basis to conduct a sample review audit of senior files to include a corrective action plan to ensure the program is in compliance with funding requirements; performs other duties as assigned.

Required Knowledge of:

- Operational characteristics, services, and activities of assigned area responsibility.
- Basic bookkeeping principles and practices.
- Office management principles and practices in area of assignment.
- Computer hardware and automated accounting systems.
- Techniques in data verification and data entry and proper billing and coding of documents.
- Federal, state, county and departmental policies and procedures affecting assigned work.
- Record keeping practices.
- Filing systems and document retention.
- Principles of customer service and public relations.
- Research methods and report preparation.
- Basic mathematics principles and practices.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Proper telephone etiquette.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Grant and program requirements.

Required Skill in:

- Using computers and work related software, including operating automated accounting systems and general office equipment.
- Meeting deadlines and working with multiple projects.
- Maintaining and reconciling accounting records and in identifying and reporting discrepancies.
- Preparing a variety of informative reports in area of assignment.
- Computing rapid and accurate mathematical computations.
- Gathering data and verifying information.
- Responding to inquiries or requests from employees, department management, outside agencies, and the general public.
- Working with equipment, tools, and materials required in area of assignment.
- Communicating effectively verbally and in writing.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

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- Interpreting policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Applying grant and program requirements.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Operates a County vehicle when conducting site visits, attending training or performing related Coordinator tasks.

I _____(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Employee Signature

Date



**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE: _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date