

PORTERVILLE DEVELOPMENTAL CENTER

**TRUST OFFICE**  
DUTY STATEMENT

**JOB TITLE: OFFICE TECHNICIAN (GENERAL)**

**Employee Name:**

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**GENERAL STATEMENT OF DUTIES:** Under the direction of the Patient Benefit & Insurance Officer I and in accordance with established procedures, the position provides sub-professional accounting work required in the maintenance of client financial records. This position is responsible for the preparation, processing, and maintenance of statistical and financial client records, processing daily transactions for employees and individuals, will serve as back up to Cashier Window in the General Treatment Area and/or Secured Treatment Area, disbursing employee pay warrants, audits invoices of individual's purchases and prepares various reports.

**SUPERVISION RECEIVED:** Reports directly to the Patient Benefit & Insurance Officer I

**SUPERVISION EXERCISED:** None

**PHYSICAL DEMANDS:** Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform duties contained in this duty statement.

**TYPICAL WORKING CONDITIONS:** Office setting with on-going interaction with individuals, personnel, and the general public. Position requires prolonged sitting and extensive use of telephones and video data terminals. May require non-typical workdays and hours.

| <b>%</b> | <b>Essential Duties/Tasks</b>  |
|----------|--|
| 10%      | Processing Individual's Wage Reports   |
| 10%      | Prepares Payor 500 Report  |
| 10%      | Performs quarterly individual property audits. Receives individual's property in sea train, oversees property being shipped according to individual's authorization. |
| 5%       | Processes and/or provides back up coverage for Program 7 & 8 Debit Card transactions.  |
| 5%       | Processes and/or provides back up coverage for Program 7 & 8 Purchase Orders.  |
| 5%       | Disburse payroll warrants at the Cashier's Window  |
| 5%       | Balance Cash Boxes daily   |
| 5%       | Assist with receipting and processing of daily transactions.   |
| 5%       | Prepare Cash Trust and Revolving Fund Daily Deposits and Reimbursements  |
| 5%       | Disburse cash to individuals and staff for individual's activities.  |
| 5%       | Provide general information to customers at the Cashier's window.  |
| 5%       | Update the daily Census, Acute Log and Therapeutic Log.  |
| 5%       | Research and orders Birth Certificates.  |
| 5%       | Process Medicare Premium check requests  |
| 5%       | Prepare and submit monthly SSA-P & I Report  |
| 5%       | Scanning, QA Scanned documents, and shredding.   |
| 5%       | Other duties as required, including special projects assigned by the P BIO I or Trust Officer.   |

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**Employee Name:**

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Employee Signature

Date

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Supervisor Signature

Date