

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2004-172	Opening Date:	10-13-2004	Closing Date:	11-03-2004
Position/Position Number:	FILE CLERK GS-305-4 (#1846A)	Organizational Location:	PATIENT FINANCIAL & SUPPORT SERVICE HEALTH SERVICES ADMINISTRATION SECTION Duty Station: Temple ICF		
Salary Range:	GS-4: \$23,863- \$31,020 per annum (INCLUDES 10.90% LOCALITY COMPARABILITY PAY)	Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS		

Duties and Responsibilities:

Hours of duty: 4:00 p.m. – 12:00 midnight, Monday - Friday. Incumbent is responsible for assuring that all requested medical records either by written or verbal requests are found in a timely manner. Provides records for scheduled appointments. Involved in the input on the implementation of the DHCP medical record tracking system for active and inactive medical and administrative records. Performs sequence check of active and inactive records. Files Consolidated Health Records (CHRs) in terminal digit order and files loose documents into the medical and administrative records in administrative records in accordance with the proper filing sequence. Repairs and/or replaces damaged medical record folders as needed. Assists in training new file clerks, students and incentive therapy workers in file room functions. Identifies, screens and prepares medical records for shipment to the National Archives Federal Record Center.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative Support Positions, available in Human Resources Management Service (HRMS). At the GS-4 level, must have at least one year of general experience or two years above high school. General experience is progressively responsible clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. **IF EDUCATION IS TO BE SUBSTITUTED FOR EXPERIENCE, TRANSCRIPTS MUST BE ON FILE IN OFFICIAL PERSONNEL FOLDER (OPF) OR SUBMITTED WITH APPLICATION IN ORDER TO RECEIVE CREDIT. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of this announcement.**

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- a. Knowledge of DHCP computer package.
- b. Ability to adhere to confidentiality of medical information in regard to release of information.
- c. Ability to use terminal and alphabetical filing systems.
- d. Ability to work with a variety of people from varying backgrounds.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. **VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITH SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT.** Refer all questions to Karen Young, Human Resources Specialist, extension 40311.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO OTHER INTEGRATED CARE FACILITIES (ICFS) WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.