

DESCRIPTION: Under limited supervision, conducts basic eye exams on inmates confined to a correctional facility, schedules appointments with optometrists/ophthalmologists, fits/orders/adjusts/repairs eyeglasses. Performs related tasks as assigned.

DISTINGUISHING CHARACTERISTICS: (A position may be assigned to this class based on the scope and level of work performed as outlined below.)

This is a single class requiring basic office skills; all duties are learned via on-the-job training and are performed in the work unit assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conducts eye exams on all inmates entering the assigned institution and annual exams on all inmates having a documented need.

Schedules on-site appointments for inmates with an optometrist. Coordinates between facility and optometry diagnostic service vendors to attain timely and technically adequate service.

Initiates inmate files and fills out forms, labels and reports.

Dispenses eyewear and other eye related products.

Fits, orders, adjusts and repairs eyeglass frames.

Maintains equipment and tool control inventories.

Performs routine and preventative maintenance on equipment.

Reviews all Inmate Interview Requests and responds within 48 hours.

Collects DNA specimens for submission to Nebraska Crime Lab.

Schedules emergency travel orders for contract ophthalmologist and community hospitals.

Assists DCS medical records department with records requests and filing.

Works with accounting department to resolve billing discrepancies resulting from inmate claims.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: institutional rules and regulations; inmate rules; tools and equipment used in eye care; computer and software applications used on the job;

Ability to: communicate effectively; follow instructions; use a computer; establish and maintain files; properly use equipment and tools of the job; document inmate care; complete all required training.

I74250 – OPTOMETRIC AIDE (continued)

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

High school education or equivalent and experience or training in office support functions.

SPECIAL NOTE[S]:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).