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April 6, 2018

## Internal and External Posting of Position Vacancy

**Classification:** Processing Assistant IV

**Salary Grate / Range:** Grade: 8 / \$26,330.85 - \$32,913.56

**Department:** Public Health / Personal Health

**Date Available:** June 4, 2018

**Duties and Responsibilities:** Receptionist for busy local health department. This position provides primary coverage for multi-line phone system and front desk reception. In addition, this position is responsible for providing clerical support to the agency. Duties include data entry in the agency's electronic health record database, state immunization registry, accounts receivable, backup for other clerical positions and other support as needed to the agency. This position has extensive direct public contact.

**Knowledge, Skills and Abilities:** Considerable knowledge of medical and general office practices and procedures, including extensive personal computer and data entry experience; ability to deal with the public effectively with courtesy and tact; ability to type at least 45 wpm accurately and possess excellent grammar skills; possess excellent telephone skills; be well organized in work; be self-motivated; excellent at considerable amount of multi-tasking; and ability to attend work regularly. Requirements include Microsoft Office and Windows-based operating systems; ability to learn and apply a variety of guidelines, record and compile information in a detailed and strict manner of set timelines. *Bilingual in English/Spanish and electronic health records a plus.* **\*Pre-employment drug testing required.\*** Certain immunizations required to work in health care setting.

**Minimum Education and Experience:** Associates degree in secretarial, administrative, or like curriculum; or graduation from high school or equivalency with at least two years of medical clerical experience with emphasis in medical office setting and personal computer/data entry, and especially public contact.

**Deadline: April 18, 2017**

**Apply:** Submit a NC State Application (PD-107) prior to closing date to NC Joblink Career Center located at 45 Oak Park Drive on campus of Blue Ridge Community College. Internal Applicants should submit an Internal and a state application (PD107) to the Human Resources Office. *All applications will be screened for minimum requirements and experience.*