



Stanly County Health Department

1000 North First Street, Suite 3

Albemarle, NC 28001

Phone (704) 982-9171 Fax (704) 982-8354

www.stanlycountync.gov



POSITION ANNOUNCEMENT

Position: Processing Assistant IV

Location: County of Stanly
Health Department
1000 N First Street Suite 3
Albemarle, NC 28001

Salary: \$ 25,776 or DOQ

Hours: 37.5 hours per week (Monday – Friday)

Recruitment Period: April 6, 2018 through 4:30 p.m. April 20, 2018

Description of Duties: This position performs a variety of office tasks and is assigned to our central clinic area. This position assists with scheduling appointments, determining income eligibility and fees for services rendered, as well as registering clients that present for services. This position requires that the candidate have a significant knowledge of office procedures and practices, as well as office programs and communication skills.

Preferred Qualifications: Prior experience in medical office setting, billing and coding is preferred.

Minimum Qualifications: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office experience; or an equivalent combination of training and experience.

Special Requirements: Valid NC Drivers License

Application Process: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Stanly County is an Equal Opportunity Employer