



JOB ANNOUNCEMENT

POSITION: Processing Assistant IV

LOCATION: County of Stanly
Health Department
1000 North First Street
Albemarle, NC 28001

SALARY: \$26,961

HOURS: 37.50 Hours per Week

JOB SPECIFICATIONS: 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.

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.

PREFERRED QUALIFICATIONS: Prior experience in medical office setting, billing and coding is preferred.

SPECIAL REQUIREMENTS: Valid NC Driver's License

RECRUITMENT PERIOD: August 30, 2018 thru 4:30 p.m. September 14, 2018

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, 944 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

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001