



## Stanly County Health Department

1000 North First Street, Suite 3

Albemarle, NC 28001

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

[www.stanlycountync.gov](http://www.stanlycountync.gov)

G. David Jenkins, MPA  
Health & Human Services Director

### Job Announcement

**Position:** Processing Assistant IV (**Temporary 18 month position.**)

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

**Salary:** \$28,188 or DOQ

**Hours:** 37.50 hours per week

**Job Specifications:** The major purpose of this position is to assist with clinical billing and facilitate the reporting requirements for value based care and Medicaid managed care through new payer contracts as part of Medicaid Transformation. Also, 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.

**Education and Experience:** 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 Driver's License.

**Recruitment Period:** Open Until Filled

**Application Process:** Applicants can apply at the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183. Applicants may also apply with the Stanly County Human Resources Office. (704) 986-3605. Applications are available on the Stanly County website and can be emailed to [applications@stanlycountync.gov](mailto:applications@stanlycountync.gov) or faxed to 704-986-3841. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use.

*Stanly County is an Equal Opportunity Employer*

P| 704.986.3605

F| 704.986.3841

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Human Resources

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