



## Stanly County Health Department

1000 North First Street, Suite 3  
Albemarle, NC 28001

Phone (704) 982-9171 Fax (704) 982-8354  
www.stanlycountync.gov



### **JOB ANNOUNCEMENT**

**Position:** Processing Assistant IV

**Location:** County of Stanly  
Health Department  
1000 N First St.  
Albemarle, NC 28001

**Salary:** \$29,175 or DOQ

**Hours:** 37.5 hours per week

**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. Bilingual in English/Spanish is a plus.

**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:** Possession of a valid North Carolina driver's license. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use prior to employment.

**Recruitment Period:** July 14, 2021 through July 28, 2021

**Application Process:** All applicants must apply through the NEOGOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183.

**Stanly County is an Equal Opportunity Employer**