

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Processing Assistant III (Position #229-19)
LOCATION: Craven County Health Department – Home Health and Hospice
HIRING RANGE: \$24,454-\$25,628
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: June 12, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to serve as telephone receptionist for the Home Health-Hospice Agency. This position also records and tracks daily lab tests that are submitted, maintains records of the departments assigned County cars, updates the department staff scheduler on-going throughout the day, every day and provides clerical support for the department.

ESSENTIAL JOB FUNCTIONS

Filing, keying orders, answering and managing a multiple-line telephone system and auditing charts.

MINIMUM EDUCATION AND EXPERIENCE

High school graduate with at least one year of clerical experience. Must have ability to accurately file and retrieve records and other written and electronic information. Must possess at least intermediate level computer knowledge and skills. Must be able to accurately and legibly complete paperwork. Good telephone skills, with the ability to communicate clearly and effectively with clients, in person and over the telephone. Requires an individual who is capable of multi-tasking in a busy work environment and who can work with minimal direct supervision. Must be able to pleasantly and courteously deal with the public. Must have at least a working knowledge of medical terminology, with basic medical coding helpful. Can be filled by an LPN with clerical experience.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

