

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Processing Assistant III (Position #229-30)
LOCATION: Craven County Health Department – Adult Health/Maternity Unit
HIRING RANGE: \$24,454 - \$25,628
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: June 17, 2014
DATE AVAILABLE: July 2, 2014
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to provide clerical support to the Physician, Physician Extenders and nursing staff in the Maternity Clinic. The Processing Assistants in the unit may be required to flex their time to deliver updated information regarding Maternity patients to Craven Regional Medical Center and provide lunch coverage.

ESSENTIAL JOB FUNCTIONS

Computer skills, emphasis on data entry, word processing and spreadsheets. Some knowledge of medical terminology and the ability to determine financial eligibility. Schedules appointments. Ability to work with the public. Type correspondence for clinic personnel. Ability to speak Spanish preferred. .

ADDITIONAL JOB FUNCTIONS

Back-up for clerical staff in Adult Health (in the event of shortages). Assemble forms and copy patient records. Serve on department committees as assigned. Transporting of maternity records to Craven Regional Medical Center or East Carolina Women's Center.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation or equivalent; and one (1) year clerical experience with ability to type 30 words per minute.

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.

