



Health Department
Christopher M. Szwagiel, MS, MPH, DPH
Health Director
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PROCESSING ASSISTANT III
SALARY: \$22,895 – 32,708

This individual will also serve as an interpreter for our Spanish speaking population. Looking for an individual that can work both independently as well as with a team performing a variety of medical office tasks. Work requires general knowledge of office practices and procedures to review, verify, complete and record. Duties within the public contact function involve interaction with clients, patients, other employees and the public to gather, relay and explain information to establish and update records or to determine eligibility for services. Must have good communicable skills and ability to deal tactfully with public by telephone as well as in person.

Knowledge, Skills and Abilities Needed: Significant knowledge of office or work unit procedures, methods and practices. Significant knowledge of and ability to use correct grammar; vocabulary, spelling and office terminology to compose and/or proofread correspondence and other materials. Ability to learn and independently apply laws and departmental rules and regulations covering programs and services. Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations. Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature. Ability to deal tactfully with the public, patients and staff in a positive and helpful mannerism. Must be able to speak Spanish fluently.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

Must be able to speak Spanish fluently. Please provide any certifications you may have in the Spanish language.

Position Closes: July 12, 2010

APPLY TO: Christopher M. Szwagiel, MS, MPH, DPH, Health Director, Employment Security Commission, 90 Tanglewood Drive, Louisburg, NC 27549. EOE.