



Onslow County Position Vacancy Announcement

HEALTH DEPARTMENT

POSITION TITLE: PROCESSING ASSISTANT III

Position Number

513-04-226

Hiring Range

\$22,067 - \$28,687

Opening Date

July 23, 2010

Closing Date

August 2, 2010

How to apply?

Applications must be submitted by 5 pm on the closing date to:

Onslow County HR

220 Georgetown Road, Suite 100
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Employee may be called upon in case of disaster, either natural or man-made,

to serve the citizens of Onslow County. Failure to serve when required may result in adverse action up to and including dismissal.

This service, if required, will take precedence over duties described in this position vacancy announcement.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

ONLOW COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER M/F/D/V

Position Responsibilities

The major purpose of this position is performing clerical duties, pulling and filing all medical records, filing paperwork in records, posting lab results for each clinic, preparing charts for clinic visit by inserting appropriate forms for each designated clinic, and providing backup assistance to clerical registration assistant.

Knowledge, Skills, and Abilities

Knowledge of:

- General office policies and procedures;

Ability to:

- Read, interpret and follow established policies and procedures;
- Keep records in alphabetical order;
- Gather and give basic information and instructions regarding department programs;
- Analyze and interpret applicable program content and make necessary decisions;
- Coordinate work assignments with other individuals;
- Exercise judgment and discretion in problem situations independently;
- Use excellent oral and written communication;
- To perform under constant pressure.

Minimum Education and Experience Requirements

High school diploma and one year of clerical experience.

Special Requirements

Must type minimum of 40 wpm. Typing test required and must be submitted with application. If the position requires the applicant to drive an Onslow County vehicle, the applicant must have a valid driver's license and be in compliance with the Onslow County's insurance regulations.