August 4, 2020

*REPOSTING*

POSITION ANNOUNCEMENT

Processing Assistant III – Patient Registration/Float

Description: The Henderson County Department of Public Health is accepting applications for one full-time Processing Assistant III position. The individual in this position provides patient registration services and staff coverage for all front desk roles including, but not limited to, registration, reception, appointment desk, medical records and scanning documents. These roles require a positive attitude, teamwork, and excellent communication skills. This position works directly with the public and clinic staff and is supervised by the Front Desk Supervisor.

Schedule: Typical work schedule is Monday through Friday, between 8:00am and 5:30pm (varying), with one hour for lunch. Some evening/weekend hours may be needed to meet patient needs and public health response duties.

Recruitment Standards: General knowledge of office work unit procedures, methods and practices; general knowledge of and ability to use correct spelling, punctuation and specialized vocabulary; ability to proofread; general knowledge of record keeping procedures; ability to learn a variety of guidelines and use a variety of office equipment; ability to work with people with courtesy and tact; ability to work individually and in a group setting.

Required Minimum Training: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or equivalent combination of training and experience. Pre-employment drug screen, credit check and criminal background check, including screening against the OIG’s List of Excluded Individuals, is required.

Applications will be accepted through Tuesday, August 18, 2020.

To Apply: Submit a completed Henderson County application to Katie Fuller via email at healthhr@hendersoncountync.org, via fax at 828-697-4709, or via mail to:

Henderson County Department of Public Health
1200 Spartanburg Hwy, Suite 100
Hendersonville, NC 28792-5840

Applications are available at the Henderson County Department of Public Health, including our website: https://www.hendersoncountync.gov/health/page/employment or from the Henderson County NCWorks Career Center at 180 West Campus Drive, Flat Rock, NC 28731.

Salary Grade: 62A
Minimum Starting Salary: $13.26/hr (pay rate commensurate with relevant experience)