



SURRY COUNTY HEALTH & NUTRITION CENTER
118 HAMBY ROAD
DOBSON, NORTH CAROLINA 27017

VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
OSSOG III
POSITION NUMBER 545-04-311

SALARY GRADE: 57
SALARY RANGE: \$23,172 - \$37,272
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a full-time OSSOG III (Processing Assistant). This position will provide clerical support within all aspects of the health center. Duties include interviewing new and return patients to collect personal and financial information. Other duties include answering telephone calls, making appointments, updating patient records, and scanning/uploading documents to the patient's medical records using an Electronic Medical Record System.

Special Qualifications: Applicants that are interviewed will be required to take a timed typing test and a proofreading exercise.

Knowledge of Patagonia software would be an asset. Persons applying for this position must possess excellent customer service skills, be able to multi task, be detail oriented, and be a team player. Ability to speak fluent Spanish and experience with insurance types including but not limited to Medicare, Medicaid, and Private Insurance preferred.

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

Application Process: To apply, applicants should contact the Employment Security Commission, 541 West Pine St., Suite 300, Mount Airy, NC 27030 or call 336-786-4169 for an application. You may also request an application by contacting Surry County Human Resources at 336-401-8221. EOE M/F Surry County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free work place.

Date Posted: August 1, 2018
Closing Date: August 15, 2018