



Health Department
Scott LaVigne, MSW, MBA Health Director
107 Industrial Drive, Suite C
Louisburg, NC 27549
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www.franklincountync.us

Job Title: Data Entry Specialist
Salary Range: \$27,063 - \$28,488
Appointment Type: Full-time
Location: Health Department
Posting Date: July 16, 2021
Closing Date: July 30, 2021

Attention Applicants:

To apply, submit a Franklin County application or a form PD-107 to the Franklin County Health Department, Attn: Scott LaVigne, 107 Industrial Drive Suite C, Louisburg, NC 27549 by 5:00 p.m. on the closing date. Resumes are not accepted in lieu of County applications. A separate application is required for each position for which you want to apply. Please attach references.

Position Summary: The primary responsibility of this position is to work in the clinical management support billing section and verify insurance eligibility. This position will also assist with billing of insurance claims.

Knowledge, Skills and Abilities: Skill in rapid and accurate keying and verifying of data from coded sheets and source documents. Considerable knowledge of the methods of operation and combination alphabetic and numeric data entry and verifying machines. General knowledge of office procedures and methods, including the filing and processing of cards. Ability to read printed words and numbers rapidly and accurately. Ability to understand oral and written instructions. Ability to understand coding of source data. Ability to enter sensitive or very important data at high speed with accuracy of prolonged periods with additional verification or edit.

Education or Experience Requirement: Graduation from high school and one year of experience as a data operator or typist; or an equivalent combination of education and experience. A high school equivalency certificate or clerical or data entry experience on a year for year basis may be substituted for formal education.

Special Requirement: Must have a valid NCDL

Benefits: Two insurance options; insurance begins the first day of the month after 30 days of employment; employer paid 4% 401K; life insurance; 12 paid holidays; paid vacation and paid sick leave.

Required Immunizations:

The following are immunizations that we require for all employees prior to the first date of employment:

- Two step TST (skin test) If you have had a negative TST within the last 12 months, you must have another one completed prior to employment
- Proof of MMR (measles, mumps and rubella) immunity: You must have documentation of two doses of measles, mumps and rubella given at least 28 days apart or laboratory evidence of immunity or laboratory confirmation of disease
- Hepatitis B series: Either evidence of 3 doses; signed declination form or lab evidence of immunity
- Evidence of Tdap vaccine
- Evidence of varicella immunity: You must have documentation of two doses of varicella given at least 28 days apart or a history of varicella or herpes zoster based on physician diagnosis or laboratory evidence of immunity or laboratory confirmation of disease

Franklin County is an Equal Opportunity Employer.

The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability. Pre-Employment Drug Screen and Criminal Background Screening is required.