

Job Title: Processing Assistant III
Hiring Salary Range: \$27,945 - \$28,644
Appointment Type: Full-time
Location: Health Department
Posting Date: October 20, 2021
Closing Date: November 3, 2021
Attention Applicants:

To apply submit a Franklin County application to Franklin County Health Department, Attn: Scott LaVigne, Health Director, 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.

Position Summary: 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 will include 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 communication skills and ability to deal tactfully with public by telephone as well as in person. We prefer a bilingual candidate but this is not a requirement.

Education or Experience Requirement:

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.

Benefits

Participation in Local Government Retirement System. 4% Employer contribution 401k, Medical/dental/life insurance (two options and one employee contributes to premium, available first day of month following 30 days of employment), vacation/sick leave and paid holidays.

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
- **If working in the lab, must have documented proof of one dose of meningococcal vaccine**

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.