POSITION OPENING ANNOUNCEMENT
Medical Office Assistant

The Henderson County Dept of Public Health is accepting applications for a full-time Medical Office Assistant position. This position is under the supervision of the Team Leader Clinic Nurse. The position provides support to the nursing personnel in a clinic setting and assists the laboratory technician as needed. Responsibilities include medical role that has assigned clerical support duties in addition to performing low level medical functions (vital signs, blood work, and cleaning/maintaining exam rooms), phlebotomy skills desired but not required. Work is performed during a 37.5 hours week: Monday 9:30 A.M. – 6:00 P.M. & Tuesday through Friday 8:00 A.M. – 4:30 P.M.

Requirements: Graduation from high school and successful completion of a one-year formal training course in medical office assisting at a community college or technical institute; or graduation from high school and a combination of one year of clerical and health/dental related experience; or an equivalent combination of training and experience. Spanish/English bilingual skill preferred but not required.

To Apply: Submit a completed North Carolina (PD107) application and transcript no later than April 10, 2015. Applications are available at the Henderson County Department of Public Health, including our website: www.hendersoncountync.org/health, the Employment Security Commission Office, and N.C. Office of State Human Resources. To apply, submit a completed North Carolina State application form (PD107) and college transcript to: Cathy Nicholson
Henderson County Department of Public Health,
1200 Spartanburg Hwy, Suite 100,
Hendersonville, NC 28792-5840

Pre-employment drug screen and background check required for finalist applicants.

EOE/M/F/D/V

Application Deadline: April 10, 2015

Salary Grade: 63A
Salary Range: $12.56 - $20.04
Starting Wages: Minimum $12.56/hour plus benefits