

**POSITION: Medical Office Assistant**  
**DEPARTMENT: Macon County Public Health**  
**Grade: 21**  
**Starting Salary: \$30,778.54**  
**Position: 511087**  
**Posted: February 24, 2025**  
**Closing: Until Filled**



### **Responsibilities**

The primary purpose of this position is to assist the Consumer Billing Section of the Macon County Health Department. This position works under the Health Information Coordinator, assisting with verifying, coding, maintaining and reporting on manual and automated records for patient billing. Must have excellent keyboard skills and the ability to use various office equipment and programs. This position also requires organizational skills, the ability to be flexible, prioritize workloads and good communication skills. General work hours are Monday through Friday 8 a.m. to 5 p.m.

### **Knowledge, Skills and Abilities**

- Knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and material.
- Ability to record, compile, summarize and analyze data.
- Ability to review and process information to determine conclusions, actions and compliance with applicable laws, rules or regulations.
- Ability to work with staff and patients, under supervision, as set up by departmental policies.
- Ability to maintain clerical records and to compile reports from these records.
- Ability to follow oral and written instructions.
- Some knowledge of medical terminology and Electronic Health/Medical Records.

### **Minimum Training and Experience Requirements**

- Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.
- Billing and coding experience preferred but not required.

### **SPECIAL REQUIREMENTS**

- Valid driver's license

### **HOW TO APPLY**

Applicants must register online or in person with NC Works. A State application (PD-107) is required and may be obtained at and submitted to the NC Works Career Center 23 Macon Avenue Franklin, N.C.

Mail to:

5 West Main Street  
Franklin, NC 28734

and must be submitted on or before the closing date. Online applications are not available. Please include three references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

**AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**  
**All prospective employees are subject to a criminal background check**