

Employment Opportunity

Position Number: 51100065

Position Title: Medical Office Assistant

Location: Macon County Public Health

Salary: Grade 21, \$29,296.54

Closing date: Until Filled

Responsibilities

Employees in this position will perform a variety of tasks including clerical, sub-professional health services, and delegated nursing tasks. Tasks involve recording and maintaining patient data, assisting medical providers and nurses with standard nursing and laboratory functions, accurate documentation of services in an electronic health record, communication in multiple forms with patients, medical providers, referral sources, pharmacies, etc. Proficiency in keyboard and communication skills and ability to follow written and oral instruction is required. Provides information, as directed to them by medical providers or nurses to health services clients, contacts clients regarding test results, follow up, etc. Assists medical providers and nurses with standard nursing assignments such as setting up equipment, assisting medical providers with pelvic examinations, other examinations and procedures, and other delegated tasks. Some lifting of patients may be required. Performs other related duties as required. General work hours are Monday through Friday 8 a.m. to 5 p.m. with some early morning or occasional evening and/or weekend work required to meet the public health needs of the community.

Knowledge, Skills, and Abilities

Some knowledge of common health and safety precautions in working in local health departments.
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 use sound judgment and empathy in dealing with patients.
Ability to follow oral and written instructions.

Minimum Training and Experience Requirements

- Graduation High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school or General Educational Development diploma and a combination of one year of clerical and health/dental related experience; or an equivalent combination of education and experience.

How to apply:

- Applicants must register online or in person with NC Works.
- Submit a **State application (PD-107)** and, if needed **PD 107 continuation job sheet**.
- Applicants must include 3 references with their contact information and the applicants valid email address for all correspondence from the employer to the applicant.
- Resumes will not be considered but may be attached to PD-107.
- No applications are accepted at Macon County Human Resources or Macon County Public Health.
- A criminal background check will be completed before hiring.

****Registration and PD-107 are required and may be obtained from and submitted to NC Works on or before the closing date.**

Division of Workforce Solutions - NC Works
Court House Annex
5 West Main Street
FRANKLIN, NC 28734

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER