



Yancey County Health Department

Processing Assistant III

Qualifications

Processing assistant position perform a variety of office and/or technical tasks to accomplish the specialized processing of information, documents or materials. Employees typically work in an environment with other Processing Assistants, but may work alone; while work goals are shared, individual assignments may vary. Employees report to higher-level processing, administrative, technical or professional employees.

Candidate must understand and maintain strict confidentiality of protected health information, demonstrate skills in basic computer and software operation, direct patient telephone calls based on information collected from the patient and have the ability to establish and maintain effective and cordial working relationships with a variety of people in the general public.

Candidate must show a commitment to advocacy for cultural diversity. Spanish speaking, interpreting skills and experience working with the Latino population desired.

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.

Deadline:

Open until filled.

Starting Salary:

\$11.50 per hour depending on qualifications and experience.

Mail a completed NC State application to:

ATTN: Human Resources
Toe River Health District
130 Forest Service Road, Suite D
Bakersville, NC 28705

Or email a completed NC State application to:

betty.mckinney@toeriverhealth.org

<https://files.nc.gov/ncoshr/documents/files/pd107ltr-Feb-2020.pdf>

