



# COUNTY OF CUMBERLAND-HEALTH DEPARTMENT

## INTERNAL & EXTERNAL JOB VACANCY ANNOUNCEMENT

DATE: March 5, 2010

<b>POSITION TITLE</b> <b>AMENDED</b>	<b>TYPE APPOINTMENT</b>	<b>SALARY</b>	<b>GRADE</b>
MEDICAL OFFICE ASSISTANT – PART-TIME 20 HRS/WK	PART-TIME	\$11,722	57
<b>DEPARTMENT/LOCATION</b>	<b>POSITION NUMBER</b>	<b>APPLICATION CLOSE DATE</b>	
TB CHEST CLINIC	PHD4005	Open Recruitment	

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** (Must be met by applicant for referral as a fully qualified or trainee applicant as indicated below. Failure to meet these requirements may result in your application not being considered and/or forwarded. Those meeting these minimums may or may not be forwarded and considered for interview based upon the size and qualification level of the applicant pool.)

Graduation from high school and completion of one year formal training in medical office assisting at a college or technical institution; or graduation from high school and a combination of one year of clerical and health related experience; or an equivalent of training and experience. Prefer experience as a Nurse Aide by the North Carolina Board of Nursing.

**HOW TO APPLY: (Failure to follow these instructions may result in your application not being considered)**

Applications for this position can be obtained at the Cumberland County Department of Public Health's 3<sup>rd</sup> floor Human Resource Division located at 1235 Ramsey Street, Fayetteville, NC; or to download an employment application, go to [www.co.cumberland.nc.us](http://www.co.cumberland.nc.us). North Carolina State Government application is acceptable in place of a Cumberland County Government application. Applications must be received in this office by 5:00 pm on the application closing date listed on this announcement. Resumes may be attached to applications; however, resumes **will not** be accepted in lieu of a completed application (form ccpd 1. **Applications for in-house vacancies may not be submitted through inter-office mail. Open recruitment positions may be closed at any time without notice.**

**CONDITIONS OF EMPLOYMENT:** (The selected applicant will be subject to the following conditions prior to or immediately after appointment. Failure to comply with or fulfill these conditions may result in dismissal.)

Selected applicant must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Must have or obtain and maintain a valid North Carolina driver's license with acceptable driving record. Background check with local and national law enforcement agencies required.

**GENERAL POSITION DESCRIPTION AND DUTIES:** (Typical for this position – may be changed or amended without notice.)

This position provides services to clients involved with the TB control Program and Communicable/Infectious Disease and to assist in the clinic as directed by the RN within scope of practice.

**KNOWLEDGE OF WORK PERFORMANCE INDICATORS:**

Must possess thorough knowledge of skills needed as a medical office assistant as well as knowing office procedures and medical terminology. Must have some knowledge of resources and organizations that work closely with public health. Must have good communication skills and clerical skills. Some knowledge of health and safety precautions. Must be able to maintain clerical records and compile reports. Must use sound judgment and empathy with clients. Must maintain confidentiality. Must have the ability to follow both oral and written instructions.

**THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1996.**

CURRENT HEALTH DEPARTMENT VACANCIES ARE LISTED ON THE CUMBERLAND COUNTY WEBSITE – [www.co.cumberland.nc.us](http://www.co.cumberland.nc.us).

***AN EQUAL OPPORTUNITY EMPLOYER.***