

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Clinical Assistant II - Immunizations

Posting # 6604-1118ksa

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents: *Supplemental Questionnaire***
- **A typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

STARTING GRADE: Step A, \$15.19 – Step G: \$17.45 per hour / \$1,215.70 - \$1,396.30 Bi-Weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: November 30, 2018

CLOSING DATE: December 14, 2018

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs a variety of clerical and secretarial support duties as needed to expedite the day-to-day operations provided through various clinical and related nursing services including immunizations, TB monitoring, Well-Baby, Baby Your Baby, Home Visitation, and CHEC Programs, and Cancer, Wellness, STD Clinics, and epidemiology.

DUTIES INCLUDE:

Opens and closes new cases; records immunization histories; enters service codes; tracks cases; sets up or voids encounter numbers according to established policies and guidelines.

Assists with the day-to-day logistical processes for conducting various clinics and scheduled services such as cancer clinics, wellness clinics, STD clinics, CHEC services. Sets up clinic rooms; assists nursing and medical staff with blood pressure checks and pregnancy, Hgb, and urine tests.

Maintains ongoing working relationships and partnerships with medical professionals to staff the targeted service levels of the CHEC Program. Ensures compliance with HIPAA regulations. Provides information on activities and resources available through the health department.

Performs routine account and service audits; assesses accuracy of billings; assists to prepare daily report of credit card receipts; prepares daily money bags for in-house and satellite clinics; monitors cash on hand and balances receipts; prepares deposits, runs tapes on checks, cash, and credit cards; maintains spreadsheet records; posts receipts as appropriate.

Assesses accuracy of billings by working in conjunction with Medical Billing Coordinator and Medical Billing Specialist to review reports and payments from insurance companies.

Performs cashiering duties for services rendered; enters service codes, updates immunization records, identifies appropriate charges for services, takes payment and issues receipts; performs over-the-counter customer service including processing requests for release of records and may provide reading and interpretation of TB test results.

Visits satellite clinics to assist with administrative and cashiering duties.

Performs technical data input; organizes files and records; prepares reports for supervisor's signature; arranges meetings, prepares agenda and records and distributes minutes; follows up to ensure progression and completion of files/records.

Proofreads documents and data input reports for correctness, clarity, and completeness.

Fills in for coworkers during their absence or as assigned.

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of standard office practices

Knowledge of proper grammar, spelling, and punctuation

Skill in reading, writing, and basic math

Skill in operating standard office equipment

Skill in word processing, data entry, and basic spreadsheets

Skill in using various software programs unique to the Health Department and/or the Nursing Division

Ability to understand broad objectives and follow general instructions

REQUIREMENTS FOR EMPLOYMENT:

1. High school diploma or equivalent
2. And three (3) years of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.
4. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Preference may be given to individuals that speak Spanish or other second language.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.