UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ **Email: ucpersonnel@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* - Health Dept./Nursing

Posting# 6604-1114md

REQUIRED ATTACHMENTS:
- **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 Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable**

STARTING SALARY*: Step 18; $13.78 per hour* (plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: October 28, 2014 **CLOSING DATE:** November 11, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - http://www.utahcounty.gov/jobs

JOB SUMMARY:
Works under general supervision in performing duties of considerable difficulty that involve some independent judgement. 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.

DUTIES INCLUDE:
Performs general client in-take processes and registration; receives and reviews client paperwork and documentation; performs initial assessment of client eligibility for services; sets appointments and schedules for assigned nursing staff; apprises or reminds clients of appointments and exams; prepares and mails monthly reminders; monitors client status and updates client list as needed; opens and closes new cases as needed; purges and archives records; ensures compliance with HIPAA regulations.
Performs general office clerical and secretarial duties; responds to calls and walk-in public; receives payments for services and issues receipts; performs general records maintenance and filing; composes various types of correspondence as assigned.
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.
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.
Provides interpretation and translation services for related county health programs.

EVALUATION AND SELECTION FACTORS INCLUDE:
Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.
Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets and using various software programs unique to the Health Department and/or the Nursing Division
Ability to: Maintain cooperative working relationships with those contacted during the course of work activities and understand broad objectives and follow general instructions
Preference may be given to those applicants with bilingual Spanish speaking/reading skills.

REQUIREMENTS FOR EMPLOYMENT:
Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **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 Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.