

JOB ANNOUNCEMENT

POSITION: CLINICAL ASSISTANT II - Immunizations

Posting# 6604im-1017jhm

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 Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 18-\$14.05-Step 24-\$16.14; \$1,124-\$1,291 bi-weekly plus benefits package
Step increase available after completing probation and annually thereafter.

OPENING DATE: October 5, 2017

CLOSING DATE: October 19, 2017

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 in the immunization 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.

Visits satellite clinics to assist with administrative and cashiering duties.

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; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task and understand broad objectives and follow general instructions.

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 Human Resource 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 HR 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.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

