

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](mailto: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 III – Immunizations**

**Posting # 6605-0318ksa**

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- 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**
- **Required licensure**

**STARTING SALARY: Step 20 – 26, \$15.20 - \$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: March 14, 2018**

**CLOSING DATE: March 28, 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.

**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** various lead worker functions within an assigned area or specialty program; may train new hires; assists in monitoring and communicating work schedules and assignments.

**Performs** routine oversight and quality control of general clinical and administrative functions such as record keeping and report generation.

**Performs** billing and payroll activities.

**Coordinates** activities with businesses, other governmental entities, or citizens.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Working Knowledge of:** Standard office practices; proper grammar, spelling, and punctuation.

**Considerable Knowledge of:** Health Department policies and procedures and laws, codes, and regulations relevant to work performed.

**Skill in:** Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

**Skill in:** Using various software programs unique to the Health Department and/or the Nursing Division.

**Skill in:** Basic bookkeeping.

**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.

**Ability to:** Understand broad objectives and follow general instructions.

**Ability to:** Train and lead others.

**REQUIREMENTS FOR EMPLOYMENT:**

High school diploma or equivalent and five (5) years of general clerical support work experience of which two years were directly related to the duties described above.

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.

**Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. 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 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.