

Medical Office Assistant (Enhanced)

Jones County Health Department has a position open for a Medical Office Assistant (Enhanced) responsible for clerical and sub-professional health services in the agency. Duties may involve assisting mid-level provider(s) and nurses, performing laboratory functions and outside referrals for care. Clerical duties include copying educational packets for specific patient populations under the direction of a nurse or educator, filing, and maintaining the clinical inventory (see separate position description).

Position Number: 489-53-751

Minimum Education and Experience: High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school or General Educational Development diploma and a combination of one year of clerical and health/dental related experience; or an equivalent combination of education and experience.

Additional Training/Experience: Medical Billing and Coding experience preferred.

Hiring Range: \$27,270 - \$36,675

Date Position Posted: July 11, 2023

Deadline for Submission of Application: 5:00 pm, Monday, July 24, 2023

To Apply, Submit State Application (PD-107) to: Wesley P. Smith
Interim Health Director
Jones County Health Department
418 Hwy 58 North, Unit C
Trenton, NC 28585

Jones County Health Department is an Equal Employment Opportunity Employer