Processing Assistant IV- Medical Records: The Edgecombe County Health Department is accepting applications for a full time Processing Assistant IV-Medical Records. This position is responsible for ensuring the Medical Records Department requirements are conducted in a timely, efficient, and courteous manner. Responsible that the Health Department is following all guidelines, legal, record retention, and release of information. Significant knowledge of office or work unit procedures, methods, and practices. Ability to learn and independently apply laws and departmental rules and regulations covering programs and services. Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations. Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature.

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Valid North Carolina driver’s license, pre-employment drug testing and background check required.

A detailed job description is available upon request.

Starting Salary: $23,170 or possibly higher depending on experience and credentials. Compensation for full time employees include excellent benefits that total over $11,000 annually.

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at www.edgecombecountyne.gov/ or applications are available at the Human Resources Office, 4th Floor of the Administration Building – 201 St. Andrew Street, Tarboro, NC 27886. Applications are also available at the first floor receptionist desk at the Edgecombe County Human Services Building, 122 East St. James Street, Tarboro, NC 27886.

Apply for this position

The Edgecombe County Health Department is an Equal Opportunity Employer/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act.