**JASPER NEWTON COUNTY PUBLIC HEALTH DISTRICT**

**JOB ANNOUNCEMENT**

**FEBRUARY 28, 2022**

Jasper Newton County Public Health District is accepting applications for the position described below..

JASPER NEWTON COUNTY PUBLIC HEALTH DISTRICT

IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

# Opening Date: February 28, 2022

**Closing Date: When filled**

**Position: Bilingual Receptionist/Clerk**

**Salary: $1,721 per month**

**Job Location: Jasper Newton County Public Health District**

**139 West Lamar Street**

**Jasper, TX 75951**

This position is open to any person meeting the minimum qualifications as outlined on the attached job description.

**Application and Job Description can be downloaded at www.JASPERNEWTON.org**

FACEBOOK APPLICATIONS NOT ACCEPTED

**Submit application to:**

Diane Rashall, Administrative Director

Jasper Newton County Public Health District

139 West Lamar Street

Jasper, Texas 75951

drashall@JasperNewton.org

Fax: (409)384-4770

NO PHONE CALLS, PLEASE

JASPER NEWTON COUNTY PUBLIC HEALTH DISTRICT

**JOB DESCRIPTION**

## Job Title: Bilingual Receptionist/Clerk

**Department: Clinical Services\***

**FLSA: Non-Exempt**

\*Job specifications are intended to present a descriptive list of the range of duties performed. Specifications are not intended to reflect all duties performed.

### **GENERAL DESCRIPTION**

Performs routine entry level receptionist/clerical work such as answering and transferring telephone calls, scheduling appointments, registering and admitting clients, filing and maintaining medical records, typing of correspondence. Work follows well-established procedures under close supervision, with minimal latitude for use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED** (ESSENTIAL JOB FUNCTIONS/DUTIES)

*(Essential functions are those functions that the employee must be able to perform unaided or with the assistance of a reasonable accommodation. Regular and predictable work schedule and attendance are considered essential functions.)*

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING, OTHER RELATED DUTIES MAY BE ASSIGNED:

Answers telephone, takes messages, directs calls

Gives general information to clients by telephone or in person

Schedules appointments

Registers and admits clients and completes necessary clerical paperwork for clinic

Enters client information into computer

Obtains appropriate program/insurance for Billing Clerk

Financially screens clients and determines client eligibility for Health District programs

Receives money

Assembles, pulls, files, maintains client medical records/charts

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Receptionist/Clerk

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Maintains medical records files, responsible for removing inactive records from the shelf

Faxes records as needed

Operates calculator, fax, and copier machine

Completes end of month reports

Handles petty cash and keeps it balanced

Submits superbills and monies collected to Accounting Department after balancing per established schedule

Rotates to other sites for clerical assistance as needed

Performs related work as assigned

### **QUALIFICATIONS**

### **Education and Experience**

Familiarity with receptionist/clerical operations.

Graduation from a standard senior high school or equivalent is generally preferred.

### **Knowledge, Skills and Abilities**

Working knowledge of business English, spelling, and arithmetic.

Ability to understand and follow simple oral and written instructions; to learn assigned clerical tasks readily; to make simple arithmetical computations accurately.

Skill in using personal computers and office equipment such as typewriter, calculator, telephone, fax machine, and copier

Ability to prepare and maintain records, files, and reports.

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Receptionist/Clerk

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Ability to avoid perceptual errors when completing paperwork.

Ability to communicate with clients and co-workers.

Ability to work under stressful conditions

### **Special Instructions and/or Remarks**

Weekend work and work hours other than 7:30 – 5 may occasionally be required

Work at clinic sites (other than primary work station) may periodically be required on an interim basis

Bilingual (Spanish/English) required

Valid drivers license and proof of automobile liability insurance may be required

### **Physical Condition**

Requires prolonged standing or sitting. Requires frequent bending, stooping, and stretching. May occasionally require lifting or carrying items up to 50 pounds. Requires corrected vision and hearing to normal range.

### **Work Environment**

Indoor environment; possible exposure to a variety of infections and/or communicable diseases.

**Compliance**

Must comply with JNCPHD Employee Immunization Policy requirements.

Must adhere to JNCPHD policies and procedures and all Federal and State regulations to include HIPAA Privacy and Security Act

Rev. 2/22