

**Edgecombe County Health Department
122 East St. James Street
Tarboro, North Carolina 27886**

Processing Assistant IV-Spanish Interpreter

Job Position Number: 453-04-318

Salary: \$21,951

Posted: ESC, County Website, Internal

Closing Date: Thursday, August 6, 2015 or until filled

The Edgecombe County Health Department has a vacancy for a Processing Assistant IV. This position ensures that Medical Record department requirements are conducted in a timely, efficient, and courteous manner. Must possess ability to read, write, translate and speak fluent English and Spanish. This position provides Spanish interpreter services in a clinical setting.

Knowledge, Skills and Ability:

- Significant knowledge of office 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 record, compile, summarize and perform basic analysis of data.
- Ability to independently work with people with courtesy and tact in performing public contact.
- Ability to screen communications based on predetermined guidelines to independently respond or route inquiries.
- Ability to read, write and command English and Spanish Language.
- Flexibility and adaptability to changing schedule and practices.
- Ability to follow written and verbal directions.
- Ability to translate written material into the Spanish language.

Minimum Training and Experience:

Graduation from High School and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience. Must have ability to read, write, translate and speak fluent English and Spanish.

Interested candidates must complete and submit an Edgecombe County Application. The Edgecombe County Application Form may be obtained from the Employment Security Commission Office or online at www.edgecombecountync.gov. Send application to:

Edgecombe County Health Department
Attention: Julie Keel
P.O. Box 100
Tarboro, North Carolina 27886

The Edgecombe County Health Department is an Equal Opportunity, Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug, E-verify, and criminal background screenings are required.