



JOB ANNOUNCEMENT
Admin Assistant
PS: Admin Assistant – T6002
Clayton County Health District 3-3
Clayton County, GA

Hourly Rate: \$20 per hour; 29 hours per week (Non-benefits eligible)

JOB SUMMARY:

Clayton County Health District is seeking to hire a qualified candidate for the position of Administrative Assistant 2 in our Children's Medical Services Department

Job Duties & Responsibilities:

Completes tasks and assignments, associated with administrative support functions (i.e., licensure, personnel, purchasing, records management, inventory, or similar function) Provides assistance and problem resolution to claimants, employers, staff, other agencies, and/or the general public. Provides program, administrative, and/or technical assistance. Provides assistance with billing for services. Researches and resolves detailed program or client issues/questions and prepares documents. Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distribution documents and materials, maintaining record keeping and filing systems, etc. Receives additional training, as required, to gain full proficiency and experience in all areas.

Minimum Qualifications:

Associate's degree from an accredited college or university AND One year of related experience OR Three years of related experience.

Preferred Qualifications:

Preference will be given to applicants who in addition to meeting the Minimum Qualifications also possess a background in the following:

- Experience working with families and children with special needs or pediatric experience
- Bilingual; English & Spanish
- Experience in Medical Billing, ICD-10/CPT Coding and Invoices
- Experience in Microsoft Excel

Deadline for Applications: UNTIL FILLED

Employment Information

Current State Employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credentials recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE)). Clayton County Health District will contact educational institutions to verify degree, diploma, licensure, etc.

As an employee of Clayton County Health District, in the event of an identified emergency you may be required, as a term of condition of employment, to assist in meeting the emergency responsibilities of the department.

For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>

Additional Perks

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>

SEND COMPLETED STATE OF GEORGIA APPLICATIONS OR RESUMES TO:

ATTN: HUMAN RESOURCES
CLAYTON COUNTY HEALTH DISTRICT
1117 BATTLECREEK RD.
JONESBORO, Georgia 30236

EQUAL OPPORTUNITY EMPLOYER

Only those selected for an interview will receive notice.

Applicants chosen for employment will be subject to the following:

- *Criminal Background Check/Fingerprinting***
- Pre-employment Drug Screening**
- *Reference Check**