

### **Job Vacancy – Processing Assistant V**

***This position has been reclassified from a Processing Assistant IV to a Processing Assistant V effective 7/1/2025.***

Processing Assistant V – Greene County Department of Public Health is seeking a Processing Assistant V to work 40 hours per week (Monday – Friday, 8 a.m. – 5 p.m.).

Duties include but are not limited to the following:

- Performs clerical functions for clients and staff in health department programs; responsible for contact with general public for scheduling appointments, assisting clients and collecting fees; files maintenance and management; maintains records and reports; answers phone and provides information about Health Department programs.

Applicant must have good customer service skills. This position requires working with a computer and retrieving computer generated data. Applicant must be able to operate computer, copier, fax, and other basic office equipment.

Applicant must be a high school graduate with demonstrated possession of knowledge, skills and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administration program with one year of responsible experience; or an equivalent combination of training and experience.

Starting annual salary is \$33,467. Includes benefits. Open until filled.

Qualified applicants should submit a completed state application form (PD 107), cover letter, copy of their high school diploma, and resume to:

Greene County Department of Public Health  
Processing Assistant V Vacancy  
227 Kingold Blvd., Suite B  
Snow Hill, NC 28580

Greene County is an Equal Opportunity Employer.

*If you applied for the Processing Assistant IV position prior to July 1, 2025, we still have your application and will contact you.*