# Job Vacancy – Processing Assistant V

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, and other basic office equipment.

Minimum Education and Experience Requirements
Graduation from high school and demonstrated possession of knowledges, 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 as described above; or an equivalent combination of training and experience.

Valid NC Driver's License is required.

Starting annual salary is $36,863.
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 Boulevard, Suite B
Snow Hill, NC 28580

Greene County is an Equal Opportunity Employer.