

# **JOB DESCRIPTION FULL TIME CLERK FOR SCURRY COUNTY HEALTH UNIT**

## **GENERAL DESCRIPTION**

Provided clerical duties in a local County Public Health Agency under the direction of the designated supervisor and staff. Total number of hours per week is 40.

## **EXAMPLES OF WORK PERFORMED, BUT NOT LIMITED TO:**

Performs basic reception and clerical duties as required. Able to handle payments that come through the office. Responsible for making sure money is added into the system and receipts all match up. End of each week report is turned into courthouse. End of the month report will be turned into Director of the total amount of money made for the month.

Upon completion of training, will decipher immunization records, enter immunization data into TWICES and ImmTrac2 systems and complete immunization reports at the end of clinic each day. ImmTrac2 will be checked each week to make sure records transfer over. If not, they will be entered into ImmTrac2.

Will be responsible for assisting in putting vaccines into TWICES system when new vaccines come in. End of each week a vaccine count will be done to account for each vaccine. Corrections will be made if needed at that moment. End of the month inventory report will be handed to the public nurse for to her order.

Assist Department Head, Public Health Nurse, LVN and Health Inspector/ Epidemiologist as needed.

Another duty will be to assist in the gathering of a tally of all services provided for our community. An end of the month report is handed to the Director as well as reports from TWICES for our commissioners & auditors.

Participate with Public Health Preparedness staff in a coordinated response to public health emergencies. Responsible for keeping up with volunteer list & phone numbers.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Bi-lingual skills preferred. Medical background is a plus. Computer skills in Word, Excell, Microsoft.

Ability to multi-task in busy clinic situations

Ability to accept direction and instructions, as well interact well with employees, general public, and other agencies.

Ability to operate office equipment and multi-phone line system. Will be responsible in ordering office supplies.

Ability to operate independently, as well as, closely with others in a hectic environment.

## MINIMUM QUALIFICATIONS

High School Education or GED.

## PHYSICAL REQUIREMENTS

Health and physical condition sufficient to perform full duties of this position. Must be able to lift 40lbs.

Also, the ability to stand, kneel, and walk for periods of time.

## *LIMITATIONS AND DISCLAIMER*

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The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

## *JOB DESCRIPTION*

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revision Date: April 26,2024

**MUST ATTACH A CURRENT RESUME WITH APPLICATION TO BE  
CONSIDERED FOR POSITION.**