



EMPLOYMENT OPPORTUNITY

Job Title:	Medical Secretary II/Medical Assistant
Department:	Employee Wellness Center/Health Department
Reports to:	Nurse Practitioner
Annual Salary:	\$31,790.24 up to \$34,841.33 (based on experience)
Application Period:	July 27, 2017 - until filled

JOB SUMMARY AND PRINCIPAL DUTIES:

Provides clerical and administrative support services to the County Health Department and Wellness Center, including maintaining accurate patient records and immunization records, assisting the nurse as required, and performing clerical duties such as bookkeeping, filing, composing and typing reports, letters, and other correspondence. Assists with Public Health Emergency Preparedness Program. Maintain Wellness Center patient charts. Also provides medical assistant clinical duties that include direct patient care including rooming patients, vital signs, immunizations, injections, phlebotomy, and patient care as directed by the Physician and Nurse Practitioner.

QUALIFICATIONS/REQUIREMENTS/EXPERIENCE:

- (1) High school diploma, or its equivalent, plus at least two years of related clerical experience;
- (2) Graduate of accredited Medical Assistant School, with one year of related Medical Assistant experience preferred;
- (3) or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities;
- (4) Valid Texas Driver License (occasional travel required);
- (5) Any applicant conditionally selected for this position will be required to submit to a physical and drug testing before commencing employment.

Submit Applications to:

Chambers County Employee Health and Wellness Center/Health Department

1107 Willcox Street

Anahuac, TX 77514

(409) 267-3160 / (409) 267-8356

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.