

COUNTY OF LEBANON

Job Announcement

Posting Date: May 8, 2018

<i>Position:</i>	Secretary C
<i>Department:</i>	Renova Center 25 Metro Drive Lebanon, Pa 17042
<i>Available:</i>	Immediately
<i>Bargaining Unit:</i>	None
<i>Hours:</i>	Monday – Friday, 8:00AM to 4:00 PM
<i>Pay Grade:</i>	6 (Non-union pay chart)
<i>Salary Range:</i>	\$844.3729 Bi-Weekly

➤ **A County of Lebanon Application must be submitted for consideration**

➤ **Applications will be accepted through Wednesday, May 22, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs secretarial duties for the facility to include administrative and medical assignments. Must record medical charts, reports and correspondence as directed. Performs receptionist duties such as answering phones, scheduling appointments, greet and direct visitors. Must be able to operate office equipment such as voice mail messaging system and the use of word processing, spreadsheets and other software applications to prepare reports, letters and medical records, etc. Must be able to complete insurance forms and other claim forms as needed, transmit correspondence by mail, email and fax. Perform various record keeping duties as assigned.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must possess basic office skills, knowledge of medical and insurance terminology is beneficial but not required. Ability to type with speed and accuracy. Ability to understand and operate computer programs such as Microsoft Word, Excel, etc. Completion of a standard high school courses.

An Equal Employment Opportunity Employer

ALL APPLICANTS MAY CONTACT:

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