



# Health Office Specialist



Scan QR Code for more details  
Class Code: 008

LINN COUNTY DEPARTMENT OF HEALTH SERVICES

## AVAILABLE POSITION

**Health Services Office Specialist**  
**Alcohol & Drug Department (Classification 008)**  
**SEIU Represented Full Time (37.5 hours/week) position**

### ESSENTIAL FUNCTIONS:

- Perform administrative tasks that include recording, tracking, filing, copying, mailing and requesting documents from the public.
- Knowledgeable of rules and regulations around protected health information.
- Public contact duties that may include scheduling appointments, computer data entry and retrieval, and customer service.
- Able to use collaborative problem solving and communication skills in a team setting
- Experience with Microsoft Applications
- Create and maintain report
- Set and collect fees, verify insurance information
- Monitor same-sex urinalysis

### MINIMUM QUALIFICATIONS:

Graduation from high school or equivalent GED certificate. Two years of medical office experience preferred. Typing speed of 60 wpm, excellent computer skills in Microsoft Word and Excel. Experience working with an Electronic Health Records system preferred. Ability to maintain effective work habits, a calm demeanor in stressful situations, and regular and predictable work attendance. Ability to pass a criminal history check. Possess a valid driver's license with an acceptable driving record. Spanish Preferred

### SALARY, BENEFITS, COMPENSATION:

Linn County employees say their benefits play a large role in what makes the County such a great place to work. **We offer competitive benefit plans.**

- Medical, Dental, and Vision Benefits
  - Family plans are less than \$15 per month
- Vacation and Floating Days
- Paid Holiday Time
  - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)
- County Paid Life and Long Term Disability Benefits
- Longevity Incentive
- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
  - Fully Paid by County

