



# Health Office Specialist Bilingual



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 008

## AVAILABLE POSITION

### **HEALTH SERVICES OFFICE SPECIALIST -Bilingual Required Developmental Disabilities Program (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 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
- Must be able to be certified within three months to conduct criminal history checks and credentialing for community-based providers.
- Provide clerical support in determining eligibility, licensing, and case management services.
- Navigate web-based database programs and provide technical assistance to contract providers.
- Type forms, letters, minutes, departmental reports, statistical reports, and other correspondence from rough draft form. May also compose routine correspondence.

#### **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 Speaking Required.**

#### **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

We offer a Work/Life Balance with our workweek is 37.5 hours. With our reduced schedule, it allows for a healthier work life balance.

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

<b>SALARY RANGE</b>	<b>\$3,219 - \$4,106 additional 5% bilingual pay</b>
<b>CLOSING DATE:</b>	<b>Until Filled</b>
<b>HOW TO APPLY:</b>	<b><a href="http://www.linncountyhealth.org">www.linncountyhealth.org</a></b>

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, Po Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.