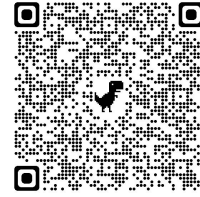




# Bilingual Health Office Specialist



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 008

One available position

**Bilingual Health Services Office Specialist**  
**Alcohol and 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.
- Knowledge of rules and regulations around protected health information and 42 CFR.
- 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
- Create and maintain report(s)
- 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 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

Our work week is 37.5 hours, this reduced schedule 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</b>
<b>CLOSINGDATE:</b>	<b>Until Filled</b>
<b>HOW TO AP</b>	<a href="http://www.linncountyhealth.org">www.linncountyhealth.org</a>

**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>.