



# Beaufort County Health Department

## Vacancy Announcement – REPOST

**PREVIOUS APPLICANTS DO NOT REAPPLY**

### PROCESSING ASSISTANT III

**Opening Date**

July 18, 2025

**Closing Date**

August 4, 2025

**Hiring Salary Range:**

\$32,226-\$41,894

**Position Number**

407-04-209

Pay Grade 57

**Hours of Work**

Monday-Friday  
8am-5pm

Scheduled hours may be amended to accommodate special or additional services.

**Applications must be submitted on the state PD107 form**

**Mail Applications To:**

Beaufort County  
Health Department  
Attn: S Graham  
1436 Highland Dr.  
Washington, NC  
27889

**Description of Work**

The primary purpose of this position is to register clients, determine eligibility for programs, and schedule appointments utilizing the health department's EHR (Electronic Health Record) system. In addition, this position provides clerical support by answering incoming telephone calls, assisting at check out, and processing monthly client statements.

**Minimum Education and Experience Requirements**

Graduation from high school and demonstrated possession of the knowledge, skills, and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

**Previous electronic health records and medical office experience preferred.**

**License and Certification Requirements**

Valid driver's license.

**Knowledge and Skill Requirements**

- General knowledge of office procedures, methods, and practices.
- General knowledge of and ability to use correct spelling, punctuation, and specialized vocabulary; ability to proofread.
- General knowledge of office accounting and record keeping procedures, mathematics, and their application in the work environment.
- Ability to learn and apply a variety of guidelines.
- Ability to use a variety of office equipment.
- Ability to work with people with courtesy and tact.
- Ability to screen communications based on predetermined guidelines to independently respond or route inquiries.
- Ability to record and compile information based on general guidelines.
- Ability to gather and give information and instructions regarding the work process or procedures.
- Ability to balance and reconcile figures.
- Ability to use office equipment

**Benefits**

- Annual and Sick Leave
- Paid holidays
- Health, Life, and Dental Insurance
- Supplemental insurance options (Vision, Cancer, etc.)
- Local Governmental Employees' Retirement System
- County matches up to 5% of an employee's annual salary to 401K
- Longevity 5-year interval percentage increase to base salary

**Pre-employment drug screening, background check, driving record, and/or credit check will be required as a pre-condition of employment. Beaufort County is an Equal Opportunity Employer.**