



Career Posting – Office Assistant IV

The Community

AppHealthCare serves the vibrant communities of Alleghany, Ashe, and Watauga Counties nestled in the beautiful Blue Ridge Mountains in Northwestern North Carolina. Take a quick look around and witness the many expressions of community pride and southern hospitality – a smile from someone walking downtown, a thriving culinary scene, and plenty of outdoor adventure. We experience the beauty of four seasons from white fluffy snow to colorful fall foliage. There is simply something special about these mountains and quaint small-town feels – come see for yourself!

Caring for Our Community

We are a local public health department and health center focused and committed to improving our communities' health and well-being through compassionate, high-quality care. We have about 120 full/part-time employees and about 10 contract employees. We are governed by two boards that provide strategic direction and oversight of agency functions. We have received numerous awards and distinctions for the care we provide and have recently achieved accreditation with honors. We are committed to caring for our community and providing excellent customer service.

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| Position: | Office Assistant IV |
| Position #: | 405-04-700 |
| Location: | Alleghany County Health Department with the potential to travel to any District office location as needed. |
| Salary: | \$32,655 - \$51,652 Annually Salary negotiable, within range, based on qualifications and experience |
| Hours: | 40 hours per week Monday-Friday generally 7:45 am to 4:45 pm with the potential to work between the hours of 7:30 am and 6:00 pm to meet client demands. Limited evenings or weekends for occasional special events. |
| Closing Date: | Open until filled |
| Job Summary: | This position serves as an Administrative Specialist at the Alleghany County office of AppHealthCare. This position will fill a critical role by providing office support to serve clients seeking a variety of services. |

This position works alongside a great clinical services team and will complete a variety of administrative functions for clinical public health services including patient registration, determining fees or applicable sliding fee discounts, processing payments, and working with the public.

The ideal candidate will have a working knowledge of basic computer software, electronic health records, and office support duties. Will excel at prioritizing daily work activities in a busy medical office environment, such as processing referrals, medical records, billing transactions, and client communication. Ability to maintain a professional demeanor during stressful situations is essential.

Knowledge, Skills & Abilities

Proficiency in Microsoft Office programs, such as Word and Excel or their Google equivalents are preferred.

Minimum Education & Experience

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

How to Apply

Complete an [NC State Government Application for Employment \(PD-107\)](#). The application is located on the NC Office of State Human Resources website. The application can be completed in hard copy or electronically.

A completed state application, including cover letters and resumes/CVs, should be sent to Human Resources by email to careers@apphealth.com or dropped off in person at the AppHealthCare Alleghany Health Center at 157 Health Services Road in Sparta, NC.

Benefits

We offer a variety of paid and voluntary employee benefits including retirement plans, health insurance, life insurance, paid parental leave annual and sick leave, and more. For more information about benefits, [visit our website](#).

AppHealthCare recruits team members who share our values of Integrity, Drive, Resilience, Service, and Community and actively support the overall public health mission of the agency.

AppHealthCare is committed to providing equal employment opportunity (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran's status, family medical or genetic information, sexual orientation, gender status, pregnancy, gender identity or other

For questions or more information, please contact AppHealthCare Human Resources:

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non-merit based factors. All recruitment and selection activities will be administered according to EEO principles, to have a diverse workforce that reflects the population of the communities the District serves.

AppHealthCare is a recovery-friendly workplace.

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