

# DeKalb County Board of Health

## Medical Assistant 2

Position #10238

(Salary is offered based on Education, Experience and/or Budget)

**POSTED:** April 13, 2022

**DEADLINE TO APPLY:** Continuous

**LOCATION:** East DeKalb Health Center - Division of Clinical Services

**ORGANIZATION SUMMARY:** DeKalb County Board of Health works to protect, promote and improve the health of those who live, work, and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce, and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

**WHAT WE OFFER:** A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health, and childcare spending account.

**SALARY INFORMATION:** \$31,200 Annual/Pay Grade F

**DUTIES:** Under general supervision, performs administrative and certain clinical duties under the direction of the MD, PA, APRN, RN on duty. Obtains and record health histories, vital signs, weight and height. Prepares patient and treatment rooms for examinations, keeping the room neat and clean. Cleans and sterilizes instruments and dispose of contaminated supplies. Collects blood or other laboratory specimens, logs the specimens, and prepare them for testing and/or transport to an outside agency. Perform certain CLIA waived laboratory tests. Performs vision and hearing screening on patients. Manages clinic inventory supply. Handles front office duties which include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes.

**MINIMUM QUALIFICATIONS:** Vocational/Technical degree in medical assisting from an accredited college AND One year of related experience OR High school diploma or GED AND Two years of related experience.

### **PREFERRED QUALIFICATIONS:**

**NOTE:** Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

*Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified*

Fingerprint Criminal Records Investigation Is Required



**ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:**

[www.dph.georgia.gov](http://www.dph.georgia.gov)

(Must complete application)

**AN EQUAL OPPORTUNITY EMPLOYER**

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

[Michelle.Raines@dph.ga.gov](mailto:Michelle.Raines@dph.ga.gov)