

# DeKalb County Board of Health

## Medical Assistant 2

Position #10689

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

**POSTED:** September 30, 2022

**DEADLINE TO APPLY:** October 15, 2022

**LOCATION:** North DeKalb Health Center

**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 physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood. Any other duties as assigned.

**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.

**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)