

**RUTHERFORD-POLK-McDOWELL
DISTRICT HEALTH DEPARTMENT**

Salary \$11.01-\$13.82 per hour

Bi-lingual Processing Assistant III

McDowell Health Department is accepting applicants for a Processing Assistant III. Applicants must be fluent in both English and Spanish and have excellent communication and customer service skills. Responsibilities include interpreter/translator for clients in clinics, preparing charts for clinic, answering incoming telephone calls, maintaining medical records, making appointments, and obtaining client specific chart information.

High school diploma or equivalent is required. Demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience. Prior medical interpreter/translator experience preferred. Associate Degree in Medical Office Administration, Medical Secretary, or Business Administration is preferred.

Applicants must submit a current resume and state application (PD 107). This position will remain open until filled. Applications can be obtained from our website at www.rpmhd.org/hr/employment or from the following address:

RPM Health Department
Personnel Department
221 Callahan-Koon Road
Spindale, NC 28160
(828) 287-6488
EOE

Rutherford County Health Department
221 Callahan-Koon Road
Spindale, NC 28160
828-287-6100-Health Department
828-287-6101-Administration
828-287-6059-HD FAX
828-287-6026-Home Health
828-287-6479-HH FAX

Polk County Health Department
161 Walker Street
Columbus, NC 28722
828-894-8271-Health Department
828-894-8678-HD FAX
828-894-5395-Home Health
828-894-2055-HH FAX

McDowell County Health Department
140 Spaulding Road
Marion, NC 28752
828-652-6811-Health Department
828-652-9376-HD FAX
828-659-6901-Home Health
828-659-6401-HH FAX
828-652-2019-EH FAX