

# JOB ANNOUNCEMENT

## Reception Clerk

(unclassified position)

**Posted:** June 21, 2022

**Deadline/Closing:** Open until filled

**Location:** Lawrenceville Health Center

**Salary:** \$35,000

**Paygrade:** F

**Position Number:** 00165323

**Position open to:** All qualified applicants



### Job Summary:

Under general supervision, candidate will provide front reception desk customer support to clients as they enter the clinic. Candidate must have excellent customer services skills and be able to handle multiple simultaneous tasks. Candidate will need to greet and direct patients; answer patient questions; answer multiple phone lines; operate clinic Qmatic patient intake system; complete intake/data entry into clinic EMR; prepare or assist in preparation of clinic reports; and provide other administrative support needed to maintain overall clinic operations. The candidate must be able to work in a fast paced environment and handle multiple simultaneous tasks. Bilingual is a plus.

**Minimum Qualifications:** High school diploma or GED AND Six months of experience handling customer's questions, complaints and/or providing information.

### Preferred Qualifications:

Experience and/or knowledge of programs offered by Public Health. Experience working in a customer service role. 1+ years of experience in a reception role. Experience working in a clinical or office setting. Two years of experience using computer information technology such as Microsoft office. Ability to speak Spanish and English preferred. Experience managing and answering multiple phone lines.

### We Offer:

13 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

### ***Instructions to Apply:***

EMAIL, FAX or MAIL a completed application\* to:

**Katie Bowles - HR**

**Gwinnett, Newton, & Rockdale County Health Departments**

**PO BOX 897**

**Lawrenceville, GA 30046**

**Fax # 770-277-2089**

**[Katie.Bowles@gnrhealth.com](mailto:Katie.Bowles@gnrhealth.com)**

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at  
**[www.gnrhealth.com](http://www.gnrhealth.com)**

\* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

**APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE**

### **An Equal Opportunity Employer**

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

*Applicants selected for employment will be subject to the following:*

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks