COUNTY OF LEBANON

Job Announcement

Position:	Office Support 2 (Medical Secretary)
Department:	Renova Center 25 Metro Drive Lebanon, Pa 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday – Friday, 8:00AM to 4:30 PM
Pay Grade:	8 (Non-union pay chart)
Salary Range:	$1,234.50 Bi-Weekly
Full-Time Employee Benefits:	**100% Employer PAID Benefits ➔** Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. **Additional Benefits ➔** Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. **Voluntary Benefits ➔** Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position. *Resume is recommended, however, is optional unless otherwise stated below.*

- **Required background checks must be submitted with application.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Must record medical charts, reports and correspondence as directed. Performs receptionist duties such as answering phones, scheduling appointments, greet, and direct visitors. Must be able to operate office equipment such as voice mail messaging system and the use of word processing, spreadsheets and other software applications to prepare reports, letters and medical records, etc. Must be able to complete insurance forms and other claim forms as needed. Must be able to transcribe dictation and transmit correspondence by mail, email and fax. Perform various record keeping duties as assigned.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must possess basic office skills and knowledge of medical terminology. Ability to type with speed and accuracy. Ability to understand and operate computer programs such as Microsoft Word, Excel, etc. Completion of standard high school courses, and a degree as a Medical Secretary is preferred or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources ➔ Apply@lebanoncountypa.gov
2. Mail to ➔ 400 S. 8th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to ➔ (717) 675-2668 ATTN: Human Resources

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