

Looking for Work  
That Matters?

We're Hiring!  
Join Our Team.



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## We are Accepting Applications for the Following Position: Medical Assistant (10689)

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*Founded in the 1920s and headquartered in Decatur, GA, the DeKalb County Board of Health works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbhealth.net](http://dekalbhealth.net).*

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**POSTING DATE:** 9/19/2023

**APPLICATION DEADLINE:** 10/3/2023

### EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

**LOCATION:** North Health Center

**DIVISION/DEPARTMENT:** Clinical Services Division

**SALARY INFORMATION:** \$31,200 / Pay grade F/ Job Code HCT101

**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. And 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.

**PREFERRED QUALIFICATIONS:** Bi-Lingual (Spanish) Preferred.

**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 & COMPLETE APPLICATION IN:** "Career Opportunities" at [www.dph.georgia.gov](http://www.dph.georgia.gov)

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [Anibel.Porraz@dph.ga.gov](mailto:Anibel.Porraz@dph.ga.gov)

**THE DEKALB COUNTY BOARD OF HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**