



SURRY COUNTY HEALTH & NUTRITION CENTER  
118 HAMBY ROAD  
DOBSON, NORTH CAROLINA 27017

**VACANCY ANNOUNCEMENT**  
**SURRY COUNTY HEALTH & NUTRITION CENTER**  
**OSSOG III**  
**POSITION NUMBERS 545-04-326**

**SALARY GRADE:** 57  
**SALARY RANGE:** \$24,108-\$38,772  
**LOCATION:** Dobson, NC

**Description of Work:** Surry County Health & Nutrition Center has an immediate opening for a full-time OSSOG III. This position will provide clerical support within all aspects of the health center with a primary focus in the Pediatric Clinic. Duties include interviewing new and return patients to collect personal and financial information, answering telephone calls, making appointments, updating patient records, and scanning/uploading documents to the patient's medical records using an Electronic Medical Record System. This position will also assist with completing billing procedures and protocols.

**Minimum Education and Experience:** Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Persons applying for this position must possess excellent customer service skills, be able to multi-task, be detail oriented, and be a team player. Experience with insurance types including but not limited to Medicare, Medicaid, and Private Insurance preferred.

**Application Process:** To apply, applicants should contact the NC Works Career Center, 541 West Pine St., Suite 300, Mount Airy, NC 27030 or call 336-786-4169 for an application. You may also apply online by visiting the Surry County HR job posting page, printing the application, and e-mailing back to the indicated email, [SCJobs@co.surry.nc.us](mailto:SCJobs@co.surry.nc.us) or by contacting Surry County Human Resources at 336-401-8221. EOE M/F Surry County does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free workplace.

**Posted: January 3, 2022**  
**Date Closed: January 18, 2022**