



Beaufort County MEDICAL OFFICE ASSISTANT

SALARY	\$32,226.00 - \$41,894.00 Annually	LOCATION	Beaufort County Health Department, NC
JOB TYPE	Full-Time	JOB NUMBER	202500027
DEPARTMENT	HEALTH DEPARTMENT	OPENING DATE	03/03/2026
CLOSING DATE	3/12/2026 5:00 PM Eastern	FLSA	Non-Exempt
PAY GRADE	57	POSITION NUMBER	407-50-208

General Work Description

The primary purpose of this position is to support the delivery of clinical services at Beaufort County Health Department. The Medical Office Assistant is responsible for preparing patients for provider visits and carrying out provider orders within the appropriate scope of practice. This position works under the supervision of the Director of Nursing, with clinical guidance provided by the medical providers and Registered Nurses.

Duties and Responsibilities:

- Prepare patients for provider visits by obtaining vital signs, chief complaints, and relevant health information; accurately document findings in the electronic health record (EHR).
- Assist providers with minor office procedures as needed.
- Execute provider orders within scope of practice and assist the RN as directed.
- Clean, disinfect, and restock exam rooms; maintain required cleaning and supply logs.
- Answer clinic telephone lines, retrieve and route messages, and coordinate patient communication under the guidance of the provider and/or RN.
- Facilitate referral processes by communicating with patients, providers, and external clinical offices.
- Perform other duties as assigned, including participation in public health response activities such as natural disasters, shelter operations, pandemics, and communicable disease events.

Knowledge, Skills, and Abilities

- Some knowledge of the principles and practices of patient care and techniques of practical nursing.
- Some knowledge of common health and safety precautions in working in local health departments.
- Ability to work with staff and patients, under supervision, as set up by departmental policies.
- Ability to maintain clerical records and to compile reports from these records.
- Ability to use sound judgment and empathy in dealing with patients.
- Ability to follow oral and written instructions.

Qualifications

High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school or General Educational Development diploma and a combination of one year of clerical and health/dental related experience; or an equivalent combination of education and experience.

Other Information

Prefer Completion of a Medical Office Assistant program; Valid driver's license.

Resumes are not accepted in lieu of county applications. An updated application is required if applicant has applied previously for Beaufort County positions. ***Applicant must provide complete work history, documentation of all certifications, places and dates of employment and hours worked.***

BEAUFORT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

CRIMINAL BACKGROUND CHECK, AND/OR NCSBI FINGERPRINT-BASED CRIMINAL HISTORY RECORD CHECK, DRIVING RECORD CHECK, AND PRE-EMPLOYMENT DRUG SCREEN REQUIRED.

VALID NORTH CAROLINA LICENSE REQUIRED

Employer

Beaufort County

Address

132 W 2nd St

Washington, North Carolina, 27889

Phone

2529467721

Website

www.beaufortcountync.gov