



Baltimore City Health Department

Job Announcement

Front Office Support Staff Non-Civil Service

SALARY: \$26,000.00- 30,000.00 Annually

CLOSING DATE: 05/01/17

The Baltimore City Health Department has a full-time Non-Civil Service position available for a Front Office Support Staff person. This position provides front desk support to the clinic as well as the clinicians and is essential to the STD/HIV/TB clinics high volume of clients.

The successful candidate must possess and provide excellent verbal and written communication, interpersonal, and time management skills; must be a self-starter, focused, motivated, highly organized and productive; possess the ability to prioritize, manage multiple tasks and maintain patient confidentiality.

POSITION DUTIES: The Front Office Support work incorporates many tasks such as greeting patients, scheduling appointments, performing clerical duties, accurately entering data, retrieving and updating patients' information into the database, managing insurance and billing, answering telephones and directing callers regarding medical results. Manage filing and record keeping activities and perform related work as required.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED Certification

EXPERIENCE: Three years of related administrative experience.

SELECTION PROCESS:

Only candidates who meet the minimum qualifications will be considered. Interested applicants should submit a cover letter and resume by **the closing date of May 1, 2017:**

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