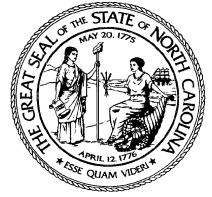




Cynthia L. Oxendine, RN, BSN, MPA
Health Director

HOKE COUNTY
Department of Public Health

683 East Palmer Road
Raeford, North Carolina 28376



(910) 875-3717
FAX (910) 875-6351

JOB ANNOUNCEMENT
PROCESSING ASSISTANT II

Minimum
Education: High School graduate.

General Job
Duties: Clerical duties for Health Department programs, which will include answering telephone, scheduling appointments, assembling charts, registering and interviewing patients, filing and other duties as needed by Health Director and other staff. (Fluency in Spanish preferred, but not required.)

Salary
Range: Grade 57 \$20,733

Contact: Send State Application (PD-107) to:
Hoke County Health Department
683 East Palmer Road
Raeford, NC 28376

Closing
Date: June 4, 2010

AN EQUAL OPPORTUNITY EMPLOYER