

Risk Management/Insurance Department  
Office: (432) 498-4011  
Fax: (432) 498-4097

Payroll/Retirement Department  
Office: (432) 498-4026  
Fax: (432) 498-4097



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**RECEPTIONIST/REIMBURSEMENT CLERK  
ECTOR COUNTY HEALTH DEPARTMENT**

The Health Department is in need of a Receptionist/Reimbursement clerk. The Receptionist/Reimbursement clerk will be under the direct supervision of the Department Coordinator and Director.

**PRIMARY DUTIES:** Performs all routine clerical work which includes typing, filing, and some bookkeeping of public and private records under the direction of the chief, administrative support services. Insures procedures are in place and the necessary forms are accurately completed in compliance with Medicaid and Medicare standards to guarantee reimbursement for public health services provided to eligible patients. Also provides interpretation services as needed for Spanish speakers.

**MINIMUM QUALIFICATIONS:** High School degree or GED. One year of experience in some type of community service dealing with the public or government work. Must be able to type 30 wpm with minimum errors, file correctly in alphabetical order, and have legible handwriting skills. Requires basic knowledge of medical billing of Medicaid/Medicare and must be proficient in computer operations. Prefer someone who has the ability to translate for Spanish speaking clients and have valid Texas driver's license with an insurable driving record.

**SALARY:** Depending on experience \$15.00 - \$15.61 p/h plus excellent benefits; hours are 8:00 a.m. – 5:00 p.m.; Monday thru Friday. May have to work weekends occasionally.

**DEADLINE: UNTIL SUFFICIENT APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.**

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. Eighth Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**NOTICE:** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen required.