



HUMBOLDT STATE UNIVERSITY



Ward Clerk

Close: February 26, 2010

(Job #10-03) Ward Clerk (Administrative Support Assistant I) \$2,088.00 - \$3,133.00/month. (Appointments are typically made at the beginning of the salary range.) This is a full-time, 12-month pay plan, temporary position in the Health Center with an anticipated starting date of April 1, 2010.

Duties: Under the general supervision of the Medical Office Manager, the Ward Clerk is one of a team of employees performing duties in a busy medical back office setting, as well as in the front office. Duties include monitoring patient flow throughout the Health Center by appointment scheduling, filling no-shows and cancellations, and making sure medical staff are notified of acute situations; other duties as assigned.

Minimum Qualifications: Experience: Equivalent to one year of full-time administrative support experience required. Experience working in a health care setting strongly preferred.

Knowledge, Abilities & Specialized Skills: Exceptional customer service skills; must possess a positive attitude and the ability to establish and maintain effective working relationships with co-workers, students and community members; ability to remain calm and helpful under pressure; ability and desire to work as a dependable and well-organized team member; thorough knowledge of English grammar and spelling, and of general office procedures; ability to operate a computer. The Ward Clerk must possess excellent attention to detail, accuracy and speed.

Preferred Qualifications: Experience in a health center or medical office performing duties similar to those outlined above. Experience with Family PACT billing process highly preferred.

Application Procedure: Applicants must submit a letter of interest, [HSU application](#), resume and contact information for three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: All application materials must be postmarked or received by 5:00 p.m., Friday, February 26, 2010.

Human Resources
Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626 Voice & TDD
Fax: (707) 826-3625

www.humboldt.edu/~hsuhr/vacancies.html

Email: hsuhr@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1032

(Continued on reverse)

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: February 9, 2010

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.