

GRAYSON COUNTY

JOB POSTING

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process.
Please call the Human Resources Department at 902-813-4091 to request assistance.

	Date Posted: September 8, 2025 Closing Date: Open Until Filled Positions Open: 1
Position:	Indigent Health Receptionist
Department:	Health Department
Salary:	Up to \$37,600/annually (based on qualifications)
Duties:	<ul style="list-style-type: none">• Answer phones, greet and assist clients in a professional manner• File, process mail daily, scan, and copy documents as needed• Enter and retrieve confidential information using various software systems• Assist clients in determining qualifications for program services, including the Medication Assistance Program• Work closely with the Program Manager and office staff to ensure efficient operations• Maintain a high level of professionalism, discretion, and confidentiality in handling client and program information• Perform additional duties as assigned
Qualifications:	<ul style="list-style-type: none">• High school diploma or GED required• Previous office/clerical experience required• Excellent communication, organizational, and interpersonal skills• Ability to exercise sound independent judgment and work effectively with diverse populations• Proficient with basic office equipment and computer programs• Spanish-speaking ability preferred
Requirements:	<ul style="list-style-type: none">• Must have a valid driver's license and proof of current automobile insurance• Must pass a pre-employment drug screen, criminal background check, and driving record check• Standard work schedule: Monday – Friday, 8:00 am – 5:00 pm
Benefits:	<ul style="list-style-type: none">• Employer-paid health insurance• Paid vacation, sick leave, and retirement plan• Employee-paid volunteer products available• Mileage reimbursement at a set rate when using a personal vehicle