



GRANVILLE VANCE

public health

Lisa Macon Harrison
Health Director
BSPH | MP

August 11, 2026

Certified Medical Office Assistant

Salary Grade (57)

Salary Range: \$32,881 to \$52,567

Position #463-50-360

Salary offer will be commensurate with experience, education, and equity with others in the agency upon hire.

Local government entities may not offer salary levels outside the posted salary range for each job posting.

It is the practice of GVPH to post the entire salary range for each job posting from hiring amount to top of the range.

Granville Vance Public Health is now accepting applications for a Certified Medical Office Assistant to work within our Primary Care Clinics in Granville and Vance counties.

THE PRIMARY PURPOSE: The primary purpose of the Certified Medical Office Assistant is to provide support to physicians, nurse practitioners, and/or physician assistants in providing medical services to patients in a primary care setting.

JOB DUTIES AND RESPONSIBILITY:

- Prepare patients for healthcare visits by escorting them to examination rooms, completing intake procedures, obtaining vital signs, recording height and weight, and documenting the reason for the visit.
- Provide clinical and administrative support to healthcare providers while collaborating with interdisciplinary medical teams to deliver quality patient care.
- Assist providers during patient examinations, treatments, and minor medical procedures.
- Perform clinical duties in accordance with provider orders and organizational policies, including but not limited to administering immunizations and medications, ear irrigation, dental varnish application, specimen collection, EKGs, vision screenings, and accurate documentation in electronic health records (EHR).
- Maintain clean, organized, and fully stocked patient examination rooms while adhering to infection prevention and safety protocols.
- Properly dispose of biohazardous and contaminated materials in compliance with OSHA and infection control guidelines.
- Count and document patient medications to verify accuracy and support medication reconciliation.
- Assist physicians, nurses, and behavioral health staff with a variety of patient-centered clinical and administrative tasks.
- Ensure accurate, timely documentation while maintaining patient confidentiality and HIPAA compliance.
- Deliver compassionate, patient-focused care in a fast-paced clinical environment.

MINIMUM QUALIFICATIONS: High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school or General Educational Development diploma and a combination of one year of clerical and health/dental related experience; or an equivalent combination of education and experience. Preferred Education: Must be a graduate from an accredited Medical Assistant Program; Medical Assistant curriculum must include pharmacology and medical administration.

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, NC Local Government Employees Retirement System membership, thirteen paid holidays, two additional floating holidays, and vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

APPLICATION PROCESS: Interested applicants must submit a cover letter; a completed **State Application (PD 107)** and official college transcripts; and three work-related reference contacts. Applicants who apply by August 17, 2026, will be given priority for first-round interviews. May submit via email to humanresources@gvph.org or postal mail to:

Human Resource Manager
Granville Vance Public Health
Post Office Box 367
Oxford, North Carolina 27565

SELECTION PROCESS: Includes review of qualifications, structured interviews, reference checks on qualified applicants and successful completion of pre-employment drug screen. This position is open until filled.