

NOW HIRING

County Of Bucks-Health Department

To Participate Please Contact:

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You must apply on www.pacareerlink.pa.gov using the job posting number below

Positions Available:

Registration Specialist #14661249

Data Entry Clerk #14661246

Essential Functions & Responsibilities:

- Confirm attendee's identification upon arrival by reviewing acceptable documentation.
- Cross check calendar of scheduled vaccination and notate arrival time.
- With training, strong aptitude to work the PrepMod Program with a high level understanding Microsoft Excel.
- Exceptional skills with Microsoft Office program, with an expert level understanding of Microsoft Excel.
- Maintain customer flow to ensure COVID requirements are met.
- Enters data with the highest degree of accuracy.
- Verifies data by comparing it against existing source documentation.
- Performs updates to data as directed and identifies any gaps in data provided.
- Provide support for Health Department administration as directed.
- Other duties may be assigned by Supervisor.
- Ability to work in a fast-paced setting.

Qualifications Required:

- High School Diploma or equivalent.
- A minimum of two years' working experience in similar field.
- Strong computer skills.
- Strong oral communication skills.
- Must have reliable transportation.

Positions are Temporary Full-Time Assignment

Monday-Friday, 35-40 Hours per week

Positions Located In: Doylestown & Langhorne, PA