

Registration Clerk – Sievers Medical Clinic

Performs clerical duties necessary to schedule appointments. Collects payment for services, balances cash drawer at the end of the business day. Provides clerical support as required. Positive attitude, customer focused is necessary. Other duties as assigned.

OSHA Bloodborne Pathogens III

Bilingual (English/Spanish) preferred.

Basic Math Skills required.

Knowledgeable in general office computer programs.

Ability to work cooperatively with other employees and the public in a fast-paced customer oriented environment.

Effective oral and written communication skills in English.