

Sumter County Office of Human Resources



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Human Resources Assistant
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Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

Sumter County is Presently Seeking a Billing Clerk for the Emergency Medical Services Department Starting Salary \$25,000

Examples of Work Performed: Under occasional supervision, performs a variety of complex administrative and clerical duties to help ensure effective and efficient office operations. Answers the telephone, directs calls to appropriate staff person and takes messages as needed. Provides data for research or cost control on supplies/equipment ordered. Reviews Electronic Patient Care Reports and attachments for completeness. Performs Quality Assurance to ensure Electronic Patient Care Reports meet criteria of the billing company. Prepares and submits Electronic Patient Care Reports daily. Orders uniforms and accessories for employees. Interacts and communicates with various groups and individuals such as law enforcement, attorneys, sales representatives and the public. Processes all attorney requests. Prepares the monthly medication reports and maintains the supply inventory. Performs related duties as required. Reports to the Director of EMS.

Required Knowledge, Skills & Abilities: Has thorough knowledge of the methods, procedures and policies of the Emergency Medical Services department as they pertain to the performance of duties of the Billing Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the terminology and various professional languages used within the department. Is proficient in general clerical/office duties such as filing and answering the telephone. Has knowledge of the operations of all office equipment to include computer operations. Is able to perform administrative tasks including but not limited to data entry, scanning, filing and preparing records and reports. Is capable of compiling and maintaining accurate and up to date records on all supplies and drugs and truck maintenance/fuel usage logs etc. Has the initiative and ability to use independent judgment as needed in performing routine tasks, without the need of direct supervision. Must be able to multi-task and be detail oriented. Possess excellent communication and public relations skills and always maintain a professional appearance. Must demonstrate a high level of professionalism, confidentiality, and integrity. Knows how to establish and develop effective business relationships with personnel of other departments, professionals and members of the public. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill and care in the use of computers, required tools and equipment.

Minimum Requirements: Requires a high school diploma or equivalent supplemented by three (3) years of office experience or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Benefits: Sumter County Government participates in the SC State Health Plans and Retirement Plans administered by PEBA (Public Employee Benefit Authority). A complete listing of benefits and eligibility requirements can be found by accessing peba.sc.gov. An overview of benefits and eligibility will be provided in the pre-employment packet and again during the new hire orientation.

Request Assistance: If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at (803) 774-2824 or emailing khooks@sumtercountysc.gov.

Reasonable Accommodation: Applicants with disabilities may contact Sumter County Government – Human Resources via telephone at (803) 774-2824, FAX (803) 774-2827 or e-mail khooks@sumtercountysc.gov to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.

Qualified applicants interested in applying should:

Visit our website at sumtercountysc.gov for a pre-employment application

And

E-mail cover letter, résumé and application to khooks@sumtercountysc.gov

Or

Fax cover letter, résumé and application to (803) 774-2827

Opening Date: May 10, 2023

Closing Date: Until Filled

**EEO/AA
DRUGS DON'T WORK**