

**NOTICE OF (2) JOB VACANCIES**

**DEPARTMENT/DIVISION:** Human Services / Cornerstone Behavioral Health Hospital

**TITLE:** Keyboarding Clerk/Unit Secretary  
**Full Time (37.5) hours:** 12 noon – 8pm Monday through Friday  
**Part time (20) hours:** 5 pm - 9 pm Monday through Friday

**DESCRIPTION OF POSITION:**

1. Maintains all Unit Medical Records in a neat, organized and confidential manner.
2. Prepares the Medical Record for all New Admissions admitted, into the Hospital.
3. Prepares the Medical Record for any possible transfer to the alternative Nursing Unit.
4. Prepares the Medical Record for Discharge: organizing all documentation and delivering the completed Discharged Medical Record to the Medical Record Office.
5. Assures the Units have New Medical Records available daily for new admissions.
6. Copies selected documentation from the Medical Records as requested by clinical staff.
7. Keeps the Nursing Unit (s) organized, neat and orderly at all times.
8. Responsible for arranging delivery for transportation of patients as needed for appointments and discharge reasons.
9. Responsible for inputting all ordered Lab Work including Diagnoses and ICD-10 Codes, into the Hospital's Pharmacy System.
10. Will be required to alternate between the Hospital's 2 Nursing Units to perform daily job duties on each assigned Nursing Unit.
11. Other assigned duties as required.

**EXPERIENCE/EDUCATION:**

Knowledge of office routines, equipment, and practices after a period of training. Ability to operate an alphanumeric keyboard or typewriter with speed and accuracy, to produce documents such as letters, memos, reports, charts, forms and other materials.

Ability to comprehend established office routines and department regulations. Ability to organize assigned clerical work and develop effective work methods. Ability to perform tasks accurately within prescribed time frames. Ability to maintain records and files.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

**SALARY RANGE Full time:** Min \$ 33,161 – Max \$ 53,233

**ISSUE DATE:** Nov. 19, 2021 **CLOSING DATE:** Nov. 29, 2021

**AUTHORIZED SIGNATURE:** 

**PRINT NAME:** Debbie-Ann Anderson **TITLE:** Director, Dept of Human Services

**INTERESTED APPLICANTS SEND RESUMES TO [hsresumes@ncni.org](mailto:hsresumes@ncni.org)**

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