

**Human Services Technician II** – Assist in the administration of the County Indigent Health Care Program (CIHC) throughout 10 counties by performing general administrative, secretarial and clerical duties. Duties include maintaining client invoice files for all 10 counties and county jails; send monthly lists to all jails confirming incarcerations; maintain client tracking systems; answering the phone; assist providers with information on client and claim status and provide assistance in completing application and intake.

Must have a high school diploma; excellent secretarial and organizational skills as well as attention to details are essential; must be dependable, mature and able to understand and accept responsibilities as assigned; must have excellent verbal communication skills and must be able to pass basic computer skills test. Experience in Microsoft Office programs as well as skills in conducting individual needs assessment and in performing basic math computations.

Salary Range: \$ 12.00 - \$ 14.00 **DOQ**