



THE COUNTY OF STANISLAUS

HEALTH SERVICES AGENCY



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

Administrative Clerk II (HSA Clinics)

\$42,868 - \$52,104 Annually

Please apply by March 11, 2026 or once 75 applications are received.

ABOUT THE POSITION

Stanislaus County Health Services Agency is looking for an Administrative Clerk II to support the clinical operation of our Urgent Care Clinic. The ideal candidate will have passion for serving the underserved community of Stanislaus County, is customer focused with willingness to be part of a team, is well diverse in medical terminology, and has a desire to provide high quality patient care.

The Administrative Clerk II performs a variety of front reception and clerical tasks in a medical facility, under general supervision. This journey level position requires knowledge of medical terminology, working with an electronic medical records database system, and familiarity with processing and verifying medical insurance coverage. This position also requires the ability to perform with greater independence than the entry-level classification, have sound judgment and initiative in making decisions in accordance with established guidelines. Efficiently performs a variety of business and clerical tasks to facilitate the smooth workflow throughout the department.

Urgent Care is open Monday through Friday from 5:30PM to 9:30PM, with weekend hours on Saturday and Sunday, 10:00AM to 6:00PM. Typical working hours would be Monday through Friday 1:00PM to 10:00PM and weekends 9:30AM to 6:30PM.



ABOUT THE DEPARTMENT

The Family and Pediatric Health Center is a big part of the Stanislaus County Health Services Agency (HSA) - a community-focused health care provider committed to the vision, "Health People in a Healthy Stanislaus." They deliver compassionate, accessible primary care services to families, children, and individuals across Modesto and surrounding communities. FPHC offers a full range of services, including: Primary Care (family medicine and pediatrics, Women's health services, and Urgent Care for non-life-threatening conditions. We are here to provide timely, compassionate treatment when you need it most.

TYPICAL TASKS

- Greet visitors, and register patients in an appropriate electronic medical system;
- Answer telephone inquiries and provide information or route incoming telephone calls to the scheduling unit or triage nurse station;
- Schedule, confirm, and process appointments;
- Hear and resolve patient complaints or forward escalated complaints to the appropriate person;
- Determine source of payment by verifying program eligibility in government or insurance plans;
- Collect payment for services rendered, operate cash register, and maintain an accurate till;
- Work in clinics using medical terminology;
- Maintain alphabetic and numeric files by filing and retrieving a variety of documents; Search files for specific information;
- Compile information and data necessary for the preparation of various departmental reports;
- Review documents for propriety and explain basic agency policies to applicants, clients, and the public; and
- Maintain routine operational records by transferring, coding and indexing data using an electronic medical records system.

5 Reasons to choose Health Services Agency as your workplace:

Interested in learning more about Health Services Agency?

Scan the QR code or visit www.schsa.org



Make a difference in the community

Work with an incredible and committed team that genuinely cares about the work they do. Public Health offers a job that is essential to improving the health of our community.

Build community partnerships and friendships through collaboration

Working in Public Health, you learn from many community agencies, healthcare partners, and education systems that combine resources to make a positive impact on the lives of others.

Current employees shared that it's a great place to work!

Caring and compassionate co-workers, positive work culture, growth opportunities, and great job security.

Grow your skills and be innovative

Working in Public Health offers many opportunities for professional growth. Further your professional skills in data analysis and community assessment, public speaking, meeting facilitation, and community engagement. Continue to learn about current topics such as health and racial equity and adverse childhood experiences.

Be part of something bigger

Whether working directly with individuals, often those with the greatest need, or identifying the root causes of larger community challenges, Public Health is essential to promote healthy behaviors and protect the health of the entire community

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Alphabetic and numeric filing procedures;
- Modern office procedures and equipment;
- Proper usage of English grammar and punctuation,
- Deal with the public in a tactful and courteous manner;
- Operate a variety of computer programs;
- Accurately perform a wide variety of keyboarding and general clerical duties of average difficulty;
- Follow oral and written instructions;
- Type accurately at the speed which permits successful job performance;
- Maintain clerical records and prepare reports of average difficulty;
- Interpret and follow County/Department procedures and policies;
- Multi-task, prioritize and problem solve; and
- Travel to various sites when necessary.



EDUCATION & EXPERIENCE

- Equivalent of one (1) year of full-time, general office experience. Relevant college education or business school training may be used to substitute for up to six (6) months of the required experience; AND
- Applicants must be able to type at least 35 WPM (net corrected).

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- Six (6) months of experience working in a health care facility; OR
- Six (6) months experience using medical terminology.

If applicable, proof of education must be attached at time of application. Applicants who are not able to submit proof of their education must call 209-558-4872 to make arrangements before 5pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.

QUICK GUIDE TO APPLYING



APPLICATION PROCESS



1.
Find the
Right Job



2.
Update Your
Application



3.
Submit Your
Application



4.
Wait for
Processing



5.
Receive Notice of
Application Status

APPLICATION BEST PRACTICES

BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

COMMON MISTAKES TO AVOID

WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000!**

or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.



STANISLAUS
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COMPENSATION & BENEFITS

Approximate Annual Base Salary:
\$42,868 - 52,104 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- Two weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request.

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Office Worker/Clerical bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY March 11, 2026 or once 75 applications are received.

Written Examinations are tentatively scheduled for the week of March 16, 2026.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.