



## HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ 850 MAIN ST. ★ DALLAS, OR 97338-3174  
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### ★★★ RECRUITING ANNOUNCEMENT ★★★

**Position:** **Health Services Application Support Analyst**  
**Department:** Polk County Business Services  
**Status:** Full Time (40 hours/week)  
**Salary:** \$3,701 - \$4,683 (starting salary is typically at the lower end of the range)  
plus excellent benefit plan  
**Application Deadline:** **September 25, 2014 at noon** (Postmarks not accepted)

**Duties:** Provides support to users of various health software programs under Health Services. Works with Health Services program supervisors to develop and maintain best-practice models for software application and use. Determines support requirements. Develops and administers training for users. Analyzes user needs and implement business solutions using third-party application software such as electronic medical records systems. Investigates and problem-solves various issues related to department specific third-party application software such as electronic medical records systems. Clearly communicates complex technical concepts to staff in simple terminology. Trains staff to use available software tools and resources effectively. Works with databases to extract and manipulate data for quality control, assurance, and process improvement, as well as reporting requirements. Works with Health Services staff to identify problems and clearly communicate software requirements to third-party application software vendors. Creates various forms and reports as necessary using third-party application software. Provides administrative support for management of third-party application software including electronic health care records systems. Assists Health Services staff, keeps the electronic medical records and other health related systems accurate and up to date; activates and deactivates users. Test, troubleshoot, and validate to third-party application software including electronic health care records systems. Performs related duties as required.

**Minimum Qualifications:** Bachelor's degree in computer science, business, healthcare administration, or related field or three years experience in a computer science related field; or any equivalent combination of experience and training. Experience with electronic medical records systems preferred.

**Special Qualifications:** Passing a criminal background check in accordance with law (ORS 181.533 et seq) may be a requirement for employment in this position.

**How To Apply:** A Polk County employment application form is required. Obtain application from [www.co.polk.or.us](http://www.co.polk.or.us), Courthouse, or Jobline at (503) 623-1888. Submit application to: Polk County Human Resources, 850 Main Street, Dallas, OR 97338, e-mail to [HR@co.polk.or.us](mailto:HR@co.polk.or.us) or fax to (503) 623-1889. To apply for Veterans' Hiring Preference, please complete the form available from our website or the Courthouse lobby.

**\*\* Do not submit a résumé, reference letters, transcripts or certificates with your application. They will not be considered at the application stage. You may provide them at the interview, if you are selected to interview. You may include a cover letter, if desired.** Polk County will not process applications that are: not signed, illegible, delayed/lost in the mail, or incomplete as a result of e-mailing/faxing.

If you are not contacted to schedule an interview within three weeks after the closing date of this recruitment, you have not been selected to proceed to the interview process. Notification letters will not be sent.

Equal Opportunity Employer  
Reasonable accommodations for applicants with disabilities will be provided upon request.