



POSITION NUMBER: 7960

**UNIVERSITY OF SOUTH ALABAMA  
HUMAN RESOURCES  
ANNOUNCEMENT OF VACANT POSITION**

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**TITLE:** Clerk III  
Regular/Full-time

Monday – Friday  
8:00 a.m. – 5:00 p.m.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent and two years clerical experience.

**ESSENTIAL FUNCTIONS:** Schedules patient appointments and works in emergency patients in consultation with nurses; telephones patients to remind them of appointments; answers telephone and directs calls or takes messages; greets, registers, and assists patients in the clinic; inputs demographic data using a PC; assists in coordinating patient flow; confirms patient insurance and determines coverage for services; requests referrals and ensures they are received; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources  
University of South Alabama  
USA Technology & Research Park Bldg III, Suite 2200  
307 University Blvd N.  
Mobile, Alabama 36688-0002  
[jobscampus@usouthal.edu](mailto:jobscampus@usouthal.edu)

**LOCATION:** Family Medicine  
USA Springhill  
**OPEN AS OF:** August 29, 2008  
**NUMBER:** 7960

**POSITION**

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER