

NUESTRA CLINICA DEL VALLE, INC

ADMINISTRATIVE OFFICES
P.O. BOX 1689 PHARR, TEXAS 78577
956-787-8915

EMPLOYMENT OPPORTUNITY 8/9/2022

JOB TITLE: OFFICE CLERK (PI/COMPLIANCE DEPT)

WORKSITE: CENTRAL OFFICE

DEADLINE: UNTIL FILLED

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- **High school graduate or GED**
- **One year technical school or college.**
- **Good organization skills.**
- **Clerical experience.**
- **Knowledge of medical terminology**
- **Computer Literate.**
- **Medical Office Specialist or Registered Medical Assistant preferred.**
- **Bilingual (English/Spanish) communication skills.**
- **Valid driver's License**
- **NCDV requires its employees to be fully COVID vaccinated.**

For additional information, contact the HR Department.

NCDV is an Equal Opportunity Employer and Provider

1518 E. Santa Rosa
Edcouch, TX 78538
956-262-1363

1500 First Street
Mercedes, TX 78570
956-565-3191

611 N. Bryan Rd.
Mission, TX 78572
956-580-3303

105 S. 10th Street
Donna, TX 78537
956-464-5809

801 W. 1st Street
San Juan, TX 78589
956-787-0787

806 W. 3rd Street
San Juan, TX 78589
956-782-2131

201 S. Los Ebanos
Alton, TX 78574
956-519-1800

300 N. 86th St.
San Carlos, TX 78539
956-287-8850

600 N. Garza, Suite A
RGC, TX 78582
956-487-0846

2891 E. Grant Street
Roma, TX. 78584
956-849-2100

2900 Raul Longoria
San Juan, TX 78589
956-781-6077