



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **IMMUNIZATION SPECIALIST**  
Grade: 06

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Assists with clerical and referral duties for immunization outreach teams.

### **EXAMPLES OF WORK PERFORMED**

Assists with immunization events, set up and take down

Enters immunization data into registry

Assists with transport of supplies to immunization events

Collects money for immunizations and tally deposits

Provides referrals to clients

Registers clients for immunization services

Performs all other related duties as assigned

### **EDUCATION AND EXPERIENCE**

Graduation from a high school

Minimum of three to six (3-6) years' experience working as a medical assistant

Excess related work experience may substitute for a maximum of one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have the ability to read, write and comprehend English language; Spanish speaking preferred

Knowledge of HIV/AIDS and communicable disease preferred

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## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations