

GREENE COUNTY HUMAN RESOURCES

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NOTICE OF VACANCY

DEPARTMENT: MENTAL HEALTH
JOB TITLE: MEDICAL RECEPTIONIST
HOURLY RATE: \$15.18 (Grade 6, Step 0)
POSTING DATE: OCTOBER 13, 2021
DEADLINE: OCTOBER 19, 2021

This is a full-time, provisional appointment contingent upon Civil Service examination.

The work in this class involves the responsibility for specialized office clerical work of a medical nature. Work performed in this class differs from that of a Receptionist/Typist, as employees in this title must possess knowledge and experience in a medical setting, including an understanding of the Health Insurance Portability & Accountability Act (HIPAA) Law. The work is performed under the general supervision of a higher level administrator, with leeway allowed for carrying out the details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of experience in a medical office or setting.*

** The following would be considered as a medical office or setting: medical doctor's office, hospital, out-patient clinic or office, laboratory, rehabilitation or out-patient service center, nursing home, dentist, or chiropractor's office.*

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and background check.

PLEASE POST CONSPICUOUSLY