

Greene County Public Health

Job Announcement: MEDICAL RECEPTIONIST

HOURLY RATE: \$15.52 (Grade 6, Step 0)

**This is a full-time, *provisional appointment*.
Permanent appointment is 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 other is not a responsibility of employees in this class. The incumbent does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of medical terminology; Good knowledge of business English, grammar, spelling, and vocabulary; Good knowledge of modern office terminology, procedures, office equipment, and filing; Ability to operate a personal computer and utilize common office software; Ability to prepare and maintain a variety of records and reports; Ability to communicate effectively with the general public and remain calm and courteous both in person and on the telephone; Ability to communicate effectively both orally and in writing; Ability to understand and follow oral and written instructions; Ability to maintain clients' and the clinics confidentiality; Ability to add and subtract; Ability to establish and maintain effective working relationships with staff members; Ability to write legibly.

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 and dentist or chiropractor's office.*

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience.

You may include a resume but do not substitute a resume.

Applications can be obtained at:

<https://www.greenegovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com by or before **December 31, 2022**.

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 back ground check.