

GREENE COUNTY HUMAN RESOURCES

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NOTICE OF VACANCY

DEPARTMENT: MENTAL HEALTH
JOB TITLE: MEDICAL RECEPTIONIST
HOURLY RATE: \$15.87 (Grade 6, Step 0)
POSTING DATE: JANUARY 20, 2023
DEADLINE: JANUARY 26, 2023

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 other is not a responsibility of employees in this class. The incumbent does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of medical terminology; Good knowledge of business English, grammar, spelling, and vocabulary; Good knowledge of modern office technology, 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 verbally and in writing; Ability to understand and follow verbal and written instructions; Ability to maintain clients' and the clinic's confidentiality; Ability to add and subtract; Ability to establish and maintain 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 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.