

# Greene County Public Health

## Job Announcement – PUBLIC HEALTH DIAGNOSTIC AND TREATMENT AIDE

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Hourly: \$18.85 (Grade 9, Step 0)

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

This is a paraprofessional position responsible for performing clerical and clinical support activities within a public health department pertaining to specific programs and communicable diseases. The work is performed under the direct supervision of a higher level administrator in accordance with established policies and procedures 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. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office practices and procedures; Good knowledge of medical terminology; Ability to operate a personal computer and utilize basic computer software programs; Ability to organize, prepare and maintain accurate records, reports, and files; Ability to work effectively with co-workers, physician offices, state agencies, and the general public; Ability to communicate effectively both verbally and in writing; Ability to follow both verbal and written instructions; Ability to obtain simple clinical measurements; Neatness; Accuracy; Tact and courtesy; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **and** five (5) years of experience in a health setting, one (1) year of which **must** include dealing with Communicable Diseases.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license is required at time of appointment and this license must be maintained throughout employment.
2. Must have access to transportation to meet field work requirements in a timely and efficient manner.

### **NOTES:**

- The job may involve extensive travel to all parts of the county and occasional travel out of the county.
- 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.

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.greengovernment.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](mailto:hr@discovergreene.com) on or before **April 7, 2023**.