

# Greene County Family Planning Job Announcement – **MEDICAL BILLING CLERK**

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Hourly: \$23.07 (Grade 10, Step 0)

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

This is an important clerical position involving the responsibility for maintaining patient accounts for the Public Health Services. The incumbent is responsible for billing patients, third party health insurance, Medicare and Medicaid. The duties are performed under the general supervision of the Public Health Director and the Public Health Business Manager. Some leeway is allowed for the use of independent judgment in dealing with patients and providers following established agency policy. May supervise subordinate clerical staff. Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of medical terminology and coding; Good knowledge medical and health insurance billing procedures and forms; Good knowledge of office procedures, terminology, and equipment; Good knowledge of accounting terms and procedures; Ability to use a personal computer and the accompanying applicable software; Ability to maintain financial accounts and records; Clerical aptitude; Ability to understand and follow verbal and written instructions; Ability to effectively communicate verbally and in writing; Ability to work effectively with employees, department heads, and staff of external agencies; Good judgment, integrity, tact, and courtesy.

**MINIMUM QUALIFICATIONS: Either:**

- A. Possession of an Associate's Degree in accounting, business, or a closely related field **and** one (1) year of experience in the maintenance of financial accounts receivable in a medical setting; **OR**
- B. Completion of 60 credit hours at a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education with at least twelve (12) credit hours in accounting or bookkeeping **and** one (1) year of experience in the maintenance of financial counts receivable in a medical setting; **OR**
- C. Graduation from high school or possession of an equivalency diploma and three (3) years of experience in the maintenance of accounts receivable in a medical setting; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of **A, B and C.**

**NOTES:**

- Your degree must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.
- 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 background check and drug screen.

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: [GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2024.pdf](#)

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@greencountyny.gov](mailto:hr@greencountyny.gov).