

Greene County FAMILY PLANNING Department

Job Announcement – MEDICAL RECEPTIONIST (HELP Program)

\$18.47 hourly (Grade 6, Step 0)

*This is a Non-competitive appointment
under the Hiring Emergency Limited Placement (HELP) Program.*

The appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.

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.

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.*

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for the examination 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 employment applications to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or hr@greencountyny.gov.

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 or face disqualification.