

GREENE COUNTY HUMAN RESOURCES
411 Main Street, Catskill, New York 12414
Phone: (518) 719-3775 * Fax: (518) 719-3772 * hr@greencountyny.gov

NOTICE OF VACANCY

DEPARTMENT: COMMUNITY HEALTH

JOB TITLE: CLINIC DIAGNOSTIC AND TREATMENT AIDE

HOURLY RATE: \$22.32 (Grade 9, Step 0)

POSTING DATE: JUNE 19, 2026

DEADLINE: JUNE 25, 2026

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

This position involves the responsibility for specialized clerical and clinical support activities of a medical nature. This is a paraprofessional position responsible for performing supportive activities in the overall provision of clinic services, including medical reception. 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 this position. 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 verbally and in writing; Ability to understand and follow verbal and written instructions; Ability to maintain clients' and the clinics' confidentiality; Ability to perform simple arithmetic; Ability to establish and maintain effective working relationships with staff members; Ability to write legibly and comprehensibly; Accuracy; Tact and courtesy.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in a medical office or setting*;
- OR**
- B. Any equivalent combination of experience and training sufficient to indicate the ability to do the work.

*The following would be considered as a medical office or setting: medical doctor's office, hospital, outpatient clinic or office, laboratory, rehabilitation or outpatient service center, nursing home, and dentist or chiropractor's office.

NOTE: Must be willing to hand out free birth control as requested by the visiting public. Applicants or those eligible for original appointment to positions in the classified service in Greene County Government who receive a conditional offer of employment must successfully pass a drug screen and background check.