

Greene County Community Health

Job Announcement – CLINIC DIAGNOSTIC AND TREATMENT AIDE

Hourly: \$22.32 (Grade 9, Step 0)

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

NOTES:

- 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 that receive a conditional offer of employment must successfully pass a drug screen and background 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://greenecountyny.gov/wp-content/uploads/2025/09/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025>.

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greenecountyny.gov.