



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **MEDICAL RECORDS TECHNICIAN**
(Provisional* Appointment)

SALARY: \$28,455 - 36,089 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a technical position located at Monroe Community Hospital responsible for the assembly, maintenance and retrieval of medical records for patients. Duties include assisting in the development and maintenance of health care facility records. The employee reports directly to, and works under the general supervision of a Medical Records Coordinator or other higher level staff member, with some leeway allowed for the exercise of independent judgment in carrying out details of the work. General supervision may be exercised over the work of assigned clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Certificate or an Associate's degree in Medical Record Technology, Health Information Technology, Medical Records or closely related field; OR,
- (B) Two (2) years paid full-time or its part time equivalent experience analyzing, coding, transcribing, storing and retrieving medical records; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: August 16, 2021

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.