



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **MEDICAL ASSISTANT (Provisional\* Appointment)**

**SALARY:** \$23,963 - \$30,391 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This position is responsible for providing clinical and clerical support to a program or unit at a clinic, health care, or long term care facility or other medical setting. Work may also involve home visits to patients or clients to provide direct observation therapy. The employee reports directly to and works under the general supervision of an administrative level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus two (2) years paid full time or its part time equivalent experience in a health care setting performing clerical\*\* duties, nursing aide\*\*\* duties, or duties responsible for conducting routine clinical tests. Experience in all instances must have involved at least six (6) months full time or its part time equivalent experience performing venipuncture.

\*\*For the purpose of these minimum qualifications, clerical duties shall have included routine office tasks such as but not limited to, keeping records and accounts, recording/entering and retrieving data and/or information in accordance with prescribed procedures, word processing, etc.

\*\*\*For the purpose of these minimum qualifications nursing aide duties shall have involved performing direct and indirect services to patients/residents such as, but not limited to, obtaining health information, screening for illnesses, administering treatments such as medicated creams, soaks, local application of heat/cold, etc., assisting with transfers, ambulation, etc.

### **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 COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** March 20, 2019

**Posting Deadline:** April 5, 2019

\*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.