



Our Future Starts  
With *you!*

**POSITION:** Medical Clerk Typist

**DEPARTMENT:** Department of Health

**SALARY :** \$42,224 (*Salary Increase of \$400/Year Plus Cost of Living Increase for 3 Years*)

**HOURS:** 8:30am to 4:30pm

**BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

**RESPONSIBILITIES:**

These duties involve responsibility for completing medical/patient records, as well as program and/or fiscal reports and records. The work is done in accordance with well-established policies and procedures utilizing standard classification and coding systems used in a medical/professional setting. Incumbent in this class, in addition to typing of records and reports, assists with clerical duties to support program activities. The work is performed under the supervision of a higher-level professional staff member. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with at least an Associate's Degree in Medical Secretarial Administration, Business Administration or a closely related field; *OR,*
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in a medical/clinical setting which involved typing and the maintenance of medical records or business/financial related accounts.

**POINT OF CONTACT FOR INQUIRIES:**

healthjobs@albanycountyny.gov

