



Our Future Starts
With *you!*

POSITION: Medical Clerk Typist (HELPS)

DEPARTMENT: Albany County Department of Health

SALARY: \$44,796 In addition to contractual COLA increases, the annual salary of \$44,796 will increase by \$400 on the anniversary date for three years.

WORK LOCATION & HOURS: 175 Green Street, Albany, NY 12202, 8:30A-4:30P

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

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.

Please submit a resume with this application

POINT OF CONTACT FOR INQUIRIES:

healthjobs@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

