

JOB OPPORTUNITY

POSITION: 1 – .32 FTE Patient Information Specialist

LOCATION: WYOMING COUNTY COMMUNITY HOSPITAL  
400 NORTH MAIN STREET  
WARSAW, NEW YORK 14569

HOURS: ALL OTHER SHIFTS AS ASSIGNED

SALARY: \$14.52 – \$16.19/Per Hour

CONTACT: WYOMING COUNTY HUMAN RESOURCE  
THOMSON HALL  
338 NORTH MAIN STREET  
WARSAW, NEW YORK 14569

***RESIDENCY REQUIREMENT: WYOMING COUNTY FOR ATLEAST ONE (1) MONTH.***

**This position will be filled from the current Civil Service Eligible List**

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma (GED), **AND**

- A) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Secretarial Science, Office Technology or a related field; **OR**
- B) Two (2) years of paid, full time clerical experience in a doctor's office, clinic, hospital or similar health related facility, which shall have involved the use of a personal computer to register, verify insurance and collection of co-pays; **OR**
- C) Successful completion of a Hospital Clerical Traineeship.

**CIVIL SERVICE APPLICATIONS ARE AVAILABLE AT THE ABOVE OFFICES OR DOWNLOAD ONE FROM OUR WEB SITE AT [www.wyomingco.net](http://www.wyomingco.net) . CLICK ON THE "CIVIL SERVICE" LINK**

**AN EQUAL OPPORTUNITY EMPLOYER**

**PLEASE POST ON YOUR BULLETIN BOARD**

APPLICATIONS FROM COUNTY EMPLOYEES MUST BE FILED BY 5:00 P.M. ON 06/09/2014. ALL OTHER APPLICATIONS RECEIVED FROM PEOPLE NOT CURRENTLY EMPLOYED BY THE COUNTY, SHOULD BE FILED BY 5:00 P.M. ON 06/13/2014 IN ORDER TO ENSURE CONSIDERATION FOR THE POSITION SOUGHT.

Issued – 05/29/2014

POSTING EXPIRES 15 DAYS FROM ISSUE DATE

Competitive