

JOB OPPORTUNITY

POSITION: 1 – 1.00 MEDICAL RECEPTIONIST (SNF)
LOCATION: WYOMING COUNTY COMMUNITY HOSPITAL
400 NORTH MAIN STREET
WARSAW, NEW YORK 14569
HOURS: DAY SHIFT PRIMARY
ALL OTHER SHIFTS AND UNITS AS ASSIGNED
SALARY: \$13.20 - \$14.72/Per Hour
CONTACT: WYOMING COUNTY
HUMAN RESOURCES
THOMSON HALL
338 NORTH MAIN STREET
WARSAW NY 14569

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

THERE IS NOT A CURRENT CIVIL SERVICE LIST; THE INCUMBENT WILL BE A PROVISIONAL APPOINTMENT.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- A) Graduation from a NYS registered or regionally accredited college with a two (2) year Associates Degree in medical secretarial, office technology or a related field; OR
- B) Two (2) years of full time paid work experience assisting in office work and/or patient/client services in a health care facility, clinic, physician's office or similar setting; OR
- C) An equivalent combination of education and/or experience as outlined above.

CIVIL SERVICE APPLICATIONS ARE AVAILABLE AT THE ABOVE OFFICES OR DOWNLOAD ONE FROM OUR WEB SITE AT 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 08/25/2014.

Issued – 08/13/2014

Competitive