

JOB OPPORTUNITY

POSITION: 1 – 1.00 MEDICAL TRANSCRIPTIONIST

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

HOURS: DAY SHIFT PRIMARY
ALL SHIFTS AND UNITS AS ASSIGNED

SALARY: \$15.65 - \$17.63/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: Graduation from high school or possession of a high school equivalency diploma AND:

- (A) Graduation from a NYS registered or regionally accredited college with an Associate Degree in medical transcription, secretarial science or a related field; OR
- (B) Two years of clerical experience of a medical nature involving the transcription of medical dictation or a secretarial program with emphasis in medical transcription; OR
- (C) An equivalent combination of training and experience as outlined in (A) and (B) above.

NOTE: Applicants seeking employment in this position will be required to type at the rate of 45 words per minute.

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.

ISSUE DATE: 8/13/2014

Competitive