

JOB OPPORTUNITY

POSITION: 1 – .50 FTE Patient Information Specialist

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

HOURS: EVENING/NIGHT SHIFT PRIMARY
ALL SHIFTS AND UNITS AS ASSIGNED

SALARY: \$14.81 – \$16.52/Per Hour
(10% No benefits)

CONTACT: WYOMING COUNTY HUMAN RESOURCE
THOMSON HALL
338 NORTH MAIN STREET
WARSAW, NEW YORK 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 (GED), **AND**

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 preferred.

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 12/04/2015. ALL OTHER APPLICATIONS CONTINUOUSLY ACCEPTED.

Issued – 11/24/2015

Competitive