

JOB OPPORTUNITY

POSITION: 1 – 1.00 FTE MEDICAL RECORDS CLERK

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

HOURS: DAY SHIFT PRIMARY WITH
ALL OTHER SHIFTS AND UNITS AS ASSIGNED

SALARY: \$15.97 - \$17.98/Per Hour

CONTACT: WYOMING COUNTY HUMAN RESOURCES
338 NORTH MAIN STREET
WARSAW, NEW YORK 14569
Phone: (585) 786-8940 ext. 4556

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

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

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college with an associate degree in Health Information Technology (Accredited), Medical Records or Medical Secretarial Science; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience in a medical physician's office, hospital or similar medical setting; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) 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 12/14/2015. ALL OTHER APPLICATIONS CONTINUOUSLY ACCEPTED.

Issued – 12/03/2015

Competitive