

**POSITION: Medical Office Assistant**

**DEPARTMENT: Public Health**

**Grade: 21**

**Starting Salary: \$31,701.80**

**Position: 511088**

**Posted: August 8, 2025**

**Closing: August 22, 2025**



### **General Definition of Work**

Employees in this position will perform a variety of tasks including clerical, sub-professional health services, and delegated nursing tasks. Tasks involve recording and maintaining patient data, assisting medical providers and nurses with standard nursing and laboratory functions, accurate documentation of services in an electronic health record, communication in multiple forms with patients, medical providers, referral sources, pharmacies, etc. Proficiency in keyboard and communication skills and ability to follow written and oral instruction is required. Provides information, as directed to them by medical providers or nurses to health services clients, contacts clients regarding test results, follow up, etc. Assists medical providers and nurses with standard nursing assignments such as setting up equipment, assisting medical providers with pelvic examinations, other examinations and procedures, and other delegated tasks. Some lifting of patients may be required. Performs other related duties as required. General work hours are Monday through Friday 8 a.m. to 5 p.m. with some early morning or occasional evening and/or weekend work required to meet the public health needs of the community.

### **Knowledge, Skills and Abilities**

- Some knowledge of common health and safety precautions in working in local health departments.
- Ability to work with staff and patients, under supervision, as set up by departmental policies.
- Ability to maintain clerical records and to compile reports from these records.
- Ability to use sound judgment and empathy in dealing with patients.
- Ability to follow oral and written instructions.

### **Minimum Training and Experience**

High school or General Educational Development diploma, completion of a one-year formal training course in medical office assisting at a community college or technical institute; or High school or General Educational Development diploma and a combination of one year of clerical and health/dental related experience; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENTS**

- Valid driver's license