



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-022 **POSTING DATE*:** **FROM:** 3/5/25 **TO:** until filled

JOB TITLE: Medical Assistant (Pending)

RATE OF PAY: \$24.26/hr. (\$47,307/yr.)

LOCATION: Ontario County Mental Health Services

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See Job Specification on next page:

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

MEDICAL ASSISTANT

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from high school or possession of a high school equivalency diploma, or higher, AND two (2) years of full-time paid experience, or its part-time equivalent, as a medical assistant; OR
2. Graduation from high school or possession of a high school equivalency diploma, or higher, AND possess a Certified Medical Assistant (CMA) Certification AND one (1) year of full-time, or its part-time equivalent as a medical assistant.

SUBSTITUTION – EXPERIENCE: Possession of an Associate's degree, or higher, in nursing may be substituted for up to two (2) years of the required experience.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position provides support to medical and nursing staff by performing a variety of administrative and clinical tasks essential to patient care. Responsibilities include, but aren't limited to, maintaining medical records, scheduling appointments, preparing treatment rooms, and assisting with patient intake, such as recording vital signs and gathering medical history. The work is performed under the direct supervision of clinical staff. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains patient medical charts and records;
 Schedules medical and nursing appointments;
 Prepares patient charts and records for appointments with medical and nursing staff;
 Completes documentation of services rendered by the medical and nursing staff;
 Assists with medical billing and coding;
 Shows patients to treatment rooms and prepares for the appointment;
 Interviews patients to obtain medical history and information;
 Measures and records patients' vital signs, other specimens and/or screenings;
 Assists with medical billing and coding;
 Obtains authorizations for services and/or medications from insurance providers and/or pharmacies;
 Assigns referrals and lab services;
 May act as a scribe during appointments;
 Cleans and sterilizes treatment rooms and instruments used and disposes of contaminated supplies;
 Prepares and maintains treatment rooms for medical and nursing appointments;
 Completes other medical/clerical duties as required and assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, techniques and practices in medicine related to patient intake; working knowledge of office terminology, procedures and equipment; working knowledge of the provisions of standard insurance policies and the applications thereof; working knowledge of modern methods used in maintaining medical insurance, financial records and reports and medical billing procedures; ability to understand and follow technical, oral and written instructions; ability to use a personal computer with moderate proficiency and to learn appropriate software applications; ability to communicate effectively in English both orally and in writing; ability to prepare both written and oral reports in English; ability to deal courteously and effectively with patients both in person and on the telephone; ability to get along well with others; good observation; mental alertness; patience; clerical aptitude; accuracy; physical condition commensurate with the demands of the position.

APPROVED: 12/13/2024

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTION: COMMUNITY MENTAL HEALTH

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES