

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

MEDICAL RECORDS CLERK

The Hamilton County Public Health Nursing Service has an opening for a Medical Records Clerk in Indian Lake. Starting salary is \$32,329 - \$35,332. This is a full-time position with an excellent benefits package.

Responsible for performing specialized clerical work with some technical responsibility in the classification and maintenance of medical case history files and the compilation of related statistical reports. Work is performed under the general supervision of the Director of Public Health, with the use of independent judgment for the completion of the work assigned.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of medical clerical experience.

NOTE: Additional education from a college with federally authorized accreditation or registration by NY State, or education from a technical school in medical coding, billing, or a related field, can be substituted for experience on a year-for-year basis.

Proof of minimum qualifications are required at the time of application.

For more information or an application, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

APPLICATIONS ACCEPTED UNTIL POSITION FILLED