



CATTARAUGUS COUNTY CIVIL SERVICE HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

MEDICAL BILLING CLERK (Provisional Appointment)

The Pines Olean
2245 West State St.
Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Medical Billing Clerk	1	Grade 14: \$22.95 per hour
*Provisonal Appointment		General Bargaining Unit

**Permanent appointment requires successful completion and placement thru the Civil Service examination process.*

This is moderately difficult clerical work involved in medical billing, and includes responsibility for performing a variety of medical insurance and related financial record keeping duties. The work requires general understanding of specific laws related to medical insurance billing, office rules, procedures and policies, and may be performed on an alpha/numeric keyboard. Employees in this position perform double-entry bookkeeping. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Work is performed under general supervision. Coordination may be exercised over the work of one or more clerical assistants. A Medical Billing Clerk does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the New York State Department of Education and EITHER:

1. Possession of an Associate's Degree with a major in accounting, business, or related field, AND two (2) years of full-time paid experience in medical billing; OR
2. Completion of medical billing course and three (3) years experience in medical billing; OR
3. Four (4) years of full-time paid experience in medical billing; OR
4. An equivalent combination of education and experience as set by the limits of (1) (2) and (3) above.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on Thursday June 6 to:

Cattaraugus County Civil Service
303 Court Street
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>.

Cattaraugus County - an Equal Opportunity Employer

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