

HARNEY COUNTY Clinic Medical Assistant – Part Time

Days / Hours: 20 hours per week or less

Salary/Benefits: \$14.56/hour

Job Duties: Prepare patients for examinations, retrieve and update patient records and assist in the care of the patient.

Mandatory Requirements: Knowledge of medical office procedures including general knowledge of medications and drug classifications. General knowledge of English, grammar, spelling, data entry and retrieval, and computer applications software. General knowledge of math, medical terminology and health. General knowledge of confidentiality concepts and requirements. Ability to communicate clearly with healthcare professionals, public, customers and staff in a courteous manner.

High school diploma or GED.

6 months of related experience preferred.

Preferred, but not required: CMA, CNA, EMT certification or a minimum of 3 years medical office experience providing direct patient care.

Special Requirements/Licenses: Must have an acceptable criminal background and must maintain this qualification at all times during employment. Must possess and maintain a valid motor vehicle operator's license and an acceptable driving record plus proof of insurance if driving a personal vehicle. A criminal background check will be conducted on the applicant chosen.

Application Closing Date and Time: November 1, 2019 at 5 pm. Obtain an employment application and complete job description from Human Resources, 450 N Buena Vista, Burns, OR 97720; by email at Deanna.atwell@co.harney.or.us; if you have questions please call 541-573-8373

Harney County is an AA/EEOE.