



County of Erie

MARK C. POLONCARZ
COUNTY EXECUTIVE

DEPARTMENT OF HEALTH

Job Posting: Senior Medical Secretary

Location: Buffalo, NY
Department: Erie County Department of Health
Union/Non-Union: Union
Shift: Varies
Days: Varies
Status: Full Time

The Erie County Division of Correctional Health Services is seeking a highly motivated Senior Medical Secretary to join our Correctional Health Care team. The work involves performing clerical duties directly related to electronic medical records, medical reports, records and correspondence. Candidates must successfully complete a background investigation.

Minimum Qualifications:

- Completion of a certificate program at a regionally accredited or New York State registered college of university or post high school institution with specialization in a medical secretarial or medical assistant curriculum; or:
- Completion of 30 semester credit hours from a regionally accredited or New York State registered college, university or post high school institution with specialization in a medical secretarial or medical assistant curriculum; or:
- Graduation from high school or possession of a high school equivalency diploma and (1) one year of medical office experience which included typing.

Send your resume and references to:

Mary Beth Pascall
Administrative Assistant
Erie County Department of Health
608 William Street
Buffalo, NY 14206
MaryBeth.Pascall@erie.gov