



# County of Erie

MARK C. POLONCARZ  
COUNTY EXECUTIVE

DEPARTMENT OF HEALTH

## Job Title: Senior Medical Secretary-Sheriff Permanent/Full Time/RPT Teamsters

Location: Erie County Holding Center 40 Delaware Ave, Buffalo  
Department: Erie County Department of Health  
Shift: 9am-5pm (Sun-Thurs or Fri-Mon-RPT)  
Position Numbers: 51010836(RPT), 51010835(FT), 51010834(FT)  
Job Group & Salary Scale: 04 - \$24,448-\$32,606

### MINIMUM QUALIFICATIONS:

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

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements

THIS NOTICE WILL BE POSTED FOR THE PERIOD NOVEMBER 13, 2012 THROUGH AND INCLUDING: NOVEMBER 23, 2012

PLEASE REPLY IN WRITING TO ERIE COUNTY PERSONNEL. ATTN: LAURA ROEDER 95 FRANKLIN ST ROOM 604 BUFFALO, 14202 OR EMAIL [ROEDERL@ERIE.GOV](mailto:ROEDERL@ERIE.GOV).