

PLEASE POST

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**COUNTY OF ERIE
NOTICE OF VACANCY**

DEPARTMENT: HEALTH

LOCATION: 608 WILLIAM STREET
FAMILY PLANNING CLINIC

SHIFT: 8:00 AM – 4:00 PM

TITLE OF POSITION: MEDICAL OFFICE ASSISTANT
PROVISIONAL

POSITION NUMBER: # 51011554

JOB GROUP & SALARY SCALE: 04 - \$32,159-\$38,990

MINIMUM QUALIFICATIONS:

- A) Completion of a certificate program at a regionally accredited or New York State registered college or university or post high school institution with a specialization in Medical Office Assistant which included direct patient care; or:
- B) Completion of a certificate program at a regionally accredited or New York State registered college or university or post high school institution for Nursing Assistant and six (6) months of experience as a Nursing Assistant; or:
- C) Graduation from high school or possession of high school equivalency diploma and one (1) year of experience as a Nursing Assistant or one (1) year of experience as a Medical Office Assistant, both of which included direct patient care and medical office clerical experience.

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

THIS NOTICE WILL BE POSTED FOR THE PERIOD: FEBRUARY 25, 2021
THROUGH AND INCLUDING: MARCH 04, 2021

**PLEASE REPLY IN WRITING (INCLUDE RESUME) TO REBECCA LANDAHL, 95
FRANKLIN ST., ROOM 908A, BUFFALO, NY 14202 OR EMAIL:
REBECCA.LANDAHL@ERIE.GOV.**
