

PLEASE POST

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**COUNTY OF ERIE  
NOTICE OF VACANCY**

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**DEPARTMENT:** HEALTH

**LOCATION:** 608 WILLIAM STREET  
Sexual Health Clinic

**SHIFT:** 8:00 AM – 4:00 PM

**TITLE OF POSITION:** MEDICAL OFFICE ASSISTANT  
(TEMPORARY)

**\*SPANISH SPEAKING PREFERRED\***

**POSITION NUMBER:** # 6375

**JOB GROUP & SALARY SCALE:** 04 - \$40,880 - \$48,381

**\*Please note that this position is a competitive civil service title and will require a civil service examination in the future. After the exam, selection for permanent appointment(s) will be made from reachable candidate(s) on the eligible list according to the NYS Civil Service Rule of Three.**

**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:** JUNE 18, 2024  
**THROUGH AND INCLUDING:** JULY 02, 2024

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**PLEASE REPLY IN WRITING (RESUME/TRANSCRIPT) TO: JANINE BENKELMAN, 608 WILLIAM ST, BUFFALO NY 14206 OR EMAIL [JANINE.BENKELMAN@ERIE.GOV](mailto:JANINE.BENKELMAN@ERIE.GOV)**

*Erie County is an Equal Opportunity Employer and committed to workplace diversity.*