

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Community Services is in search of:

**MEDICAL BILLING CLERK**

**2023 Base Salary:** \$41,351 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This is specialized clerical work in a medical/health care facilities, School or other special district involving billing Medicare, Medicaid and third party health insurance carriers. Dependent on staffing and work requirements, incumbents may specialize in billing in one or more areas, such as Medicare. The work is performed under general supervision following a prescribed routine with leeway allowed for use of independent judgement in carrying out the details of the work. Supervision of others is not a responsibility of this position. Performs routine clerical duties and other related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma and one year of experience in processing medical/health insurance claims and billing.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until position has been filled. Send application/resume to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617

Applications can be obtained from the county's website, [www.hr.stlawco.gov](http://www.hr.stlawco.gov) or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**

08/17/2023