

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Community Services is in search of:

MEDICAL BILLING CLERK

Salary: \$42,488 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 exam and score within the top three interested candidates in order to be permanently appointed.

Exam Has Been Announced: The last filing date is 06/05/2024 please apply at <https://stlaw-portal.mycivilservice.com/post/exams>

Applications received until the position is filled. Send application to:

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

Applications can be obtained from the St. Lawrence County's website, <https://stlaw-portal.mycivilservice.com> or by contacting Human Resources (315)379-2210. **AA/EEO**