

Order Number:

NY1579418

Date Job Order Received:

02/17/2026

Number of Openings:

1

Company Name:

Lewis County Health System

Job Title:

HIM Clerk

Minimum Experience Required:

2 Years

Job Description:

It is anticipated the Lewis County General Hospital will have the following vacancy available: DATE: February 16, 2026 CLOSING: February 26, 2026 POSITION: HEALTH INFORMATION MANAGEMENT CLERK, Full Time POSTING NUMBER: 2026-33 SHIFT: Primarily Days SALARY RANGE: \$18.26-24.12 2026 Rates MINIMUM QUALIFICATIONS: (A) Graduation from high school or possession of a New York State equivalency diploma and two years of experience in the health care field in a doctors office or in a clinical setting, involving maintenance of medical records which shall have included typing; or (B) Graduation from a regionally accredited or New York State registered college with an associate degree in medical records science; medical records technology, or a related field and one year of experience as outlined in (A). The successful candidate will be required to pass a competitive Civil Service Examination and be reachable for appointment on the resulting Civil Service List. Applications and further information may be obtained from the Human Resources Office.

Job Location:

Lowville, New York 13367

Pay:

Not specified.

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension, Life Insurance

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

First (Day)

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site: <https://www.lcgh.net/careers>