

**Order Number:**

NY1667325

**Date Job Order Received:**

06/26/2026

**Number of Openings:**

1

**Company Name:**

Lewis County Health System

**Job Title:**

Clerk/Patient Access Clerk

**Minimum Experience Required:**

1 Years

**Job Description:**

It is anticipated the Lewis County General Hospital will have the following vacancy available: POSITION: CLERK / PATIENT ACCESS CLERK SALARY RANGE: Clerk \$16.96-22.01 2026 Rates Patient Access Clerk \$18.26-24.12/hour 2026 Rates \$3.50 Eve/Night differential MINIMUM QUALIFICATIONS: Clerk: Graduation from high school; or any equivalent combination of experience and training. Working knowledge of office terminology, procedures, and equipment; ability to manipulate an alphanumeric keyboard; clerical aptitude; neatness; accuracy, tact and courtesy. Patient Access Clerk: Either: A) One year of clerical or patient contact work experience in a health facility, clinic, physicians office or similar setting; or B) Possession of a technical certificate in medical office administration or a similar discipline C) Completion of a BOCES or vocational school program in a health services field; or D) An equivalent combination of experience and training as defined by the limits of (A) and (B) above. The successful candidate will be required to pass a competitive Civil Service Examination and be reachable for appointment on the resulting Civil Service List.

**Job Location:**

Lowville, New York 13367

**Pay:**

\$16.96 - \$24.12 Hourly

**Benefits:**

No benefits specified.

**Hours per Week:**

Not specified.

**Duration:**

Part Time, Regular

**Work Days:**

Not Specified

**Shift**

Third (Night)

**Public Transportation:**

Not specified.

**Minimum Education Required:**

Less Than High School

**Driver Licenses, Including Endorsements:**

Not specified.

**How to Apply:**

To apply, contact the employer by: Internet

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