

Order Number:

NY1648857

Date Job Order Received:

06/03/2026

Number of Openings:

1

Company Name:

Lewis County Health System

Job Title:

Clinic Office Manager

Minimum Experience Required:

4 Years

Job Description:

It is anticipated the Lewis County General Hospital will have the following vacancy available: POSITION: CLINIC OFFICER MANAGER, Full Time SHIFT: Primarily Days SALARY RANGE: Not to exceed \$85,000 MINIMUM QUALIFICATIONS: A) Graduation from a regionally accredited or New York State registered college or university with an associate degree in business office management, business management, office management, office systems or a related field AND two years of experience in a medical setting involving training or supervision of staff, completing quality metrics or policy review. B) Graduation from high school or possession of an equivalency diploma and four years of experience in a medical setting involving training or supervision of staff, completing quality metrics or policy review. C) An equivalent combination of training and experience 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. This position will be filled in accordance with Civil Service Rules and Regulations. Applications and further information may be obtained from the Human Resources Office.

Job Location:

Lowville, New York 13367

Pay:

Not exceeding 85000.00 Yearly

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 or Phone

Phone: Skiff, Jessica (315) 376-5202

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