

Order Number:

NY1690203

Date Job Order Received:

08/03/2026

Number of Openings:

1

Company Name:

Lewis County Health System

Job Title:

Clerk/Patient Access Clerk

Minimum Experience Required:

1 year

Job Description:

It is anticipated the Lewis County General Hospital will have the following vacancy available: POSITION: CLERK / PATIENT ACCESS CLERK POSTING NUMBER: Posting Number: Status Shift Location 2026 151 Casual Flexible Admissions SHIFT: See above 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

Pay:

\$16.96 - \$24.12 Hourly

Benefits:

Retirement/Pension

Hours per Week:

Not specified.

Duration:

Part Time, Regular

Work Days:

Work days vary

Shift:

Varies

Public Transportation:

Information not provided.

Minimum Education Required:

Less Than High School

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

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