

Order Number:

NY1711642

Date Job Order Received:

09/10/2026

Number of Openings:

1

Company Name:

Lewis County Health System

Job Title:

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: PATIENT ACCESS CLERK, Full Time Clinics SHIFT: Primarily Day SALARY RANGE: \$18.26-24.12/hour 2026 Rate MINIMUM QUALIFICATIONS: MINIMUM QUALIFICATIONS: 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. 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:

\$18.26 - \$24.12 Hourly

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>