Order Number:
NY1734823
Date Job Order Received:
10/19/2026
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:
Retirement/Pension
Hours per Week:
Not specified.
Duration:
Part Time, Regular
Work Days:
Varies
Shift
Varies
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://job-boards.greenhouse.io/lewiscountygeneralhospital/jobs/4456155009