



MEDICAL OFFICE ASSISTANT I/II/III
(REGULAR AND PER DIEM POOL)

COUNTY OF VENTURA - HEALTH CARE AGENCY

Salary: \$33,738.90 - \$52,939.36 Annually

THE POSITION: Under direct supervision the Medical Office Assistant I (MOA I), general supervision (MOA II), or direction (MOA III) performs a variety of customer service and clerical duties in support of a health or medical care delivery office or program. Support activities may include assisting the public, records maintenance, document production and/or case management/processing. The ideal candidate is an organized professional who possesses exceptional customer service skills and is dedicated to working on tasks quickly and efficiently. They will be dedicated to providing the public with the highest level of service possible with every task, and will be comfortable interfacing with all members of the public entering the medical clinic. DEPARTMENT/AGENCY: Health Care Agency – Ambulatory Care Ambulatory Care is a system of primary care and specialty care medical clinics conveniently located throughout the County of Ventura. In keeping with the mission of the Ventura County Health Care Agency, the team of dedicated physicians, nurses and other health care professionals seek to set the standard in health care excellence.

EDUCATION, TRAINING, and EXPERIENCE: Medical Office Assistant I/PDP Some customer service and/or clerical experience which has led to the acquisition of the required knowledge, skills, and abilities. The required knowledge, skills, and abilities also can be obtained by six (6) months of paid and/or volunteer experience involving high volume public contact in a fast-paced work environment OR a certificate from an approved medical assistant training program. The certificate must be provided to the appointing authority at the time of appointment. Medical Office Assistant II/PDP Considerable customer service and/or clerical experience which has led to the acquisition of the required knowledge, skills, and abilities. The required knowledge, skills, and abilities also can be obtained by one (1) year of customer service and/or clerical experience and/or training in clerical occupational fields which included six (6) months of experience in a medical or mental health office environment that required knowledge and use of medical terminology and procedures. Medical Office Assistant III/PDP Progressively responsible clerical experience in a medical service delivery area which has led to the acquisition of the required knowledge, skills, and abilities. The required knowledge, skills, and abilities also can be obtained by two (2) years of clerical experience, one (1) of which must have been in a health care setting that required knowledge and use of medical terminology and procedures.

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources no later than 5:00 p.m. on the closing date. To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009. To Apply Please Visit: www.ventura.org/jobs or for further information about this recruitment, please contact via email: Veronica.Gonzalez@ventura.org or by telephone: at (805) 677-5315.