

LINN COUNTY CLASSIFICATION

TITLE: MEDICAL ASSISTANT 1
NUMBER: 732
PAY RANGE: 05
CATEGORY: SEIU
2005

APPROVAL ORDER
NUMBER: 2005-244
DATE: May 25,

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Employees occupying positions in this class are responsible for performing clerical, clinical and laboratory work of a non-complex nature in support of professional, technical and administrative functions in a department. Assignments may concentrate in the area of performing simple laboratory tests, assisting nursing staff with clients in the clinical setting, and office procedures such as receptionist, telephone and maintaining client records.

SUPERVISION RECEIVED: Works under the general supervision of the Public Health Program Manager and/or clinical supervisor. Works under direct supervision while learning new tasks, but thereafter detailed instructions are received only on procedure changes, or special projects. Work is reviewed in progress and upon completion for accuracy, quality, quantity, and conformance to department policies and procedures and pertinent laws and ordinances.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but an incumbent may assist in training new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Type forms, letters, minutes, departmental reports, statistical reports, financial statements, and other correspondence from rough draft form. May also compose routine correspondence and prepare routine statistical reports from records. Work of this class may involve the operation of a typewriter, calculator, computer terminal and other standard office equipment.
2. Collect money/fees over the counter and through the mail, post on computerized records. Balance receipts with cash received.
3. Receive public in person and by telephone. Direct calls and individual to appropriate source. Perform counter work by answering questions of the public related to department's specialized programs and assist the public in filling out forms, applications, making payment of fees, and schedule department and clinic appointments.
4. Receive and distribute incoming mail, prepare outgoing mail. Order supplies as directed.
5. File information manually in records systems.
6. Perform finger pokes, and veinipunctures with additional training. Prepare specimens for laboratory delivery.

7. Accurately perform and read urine dip sticks, hematocrits/hemoglobins, and pregnancy tests. Work may involve the operation of centrifuges, microscopes and other laboratory equipment.
8. Take medical histories and client consents. Perform post counseling of clients on medication use and medical plans.
9. Set up examination rooms, prepare client for examination. Clean and stock exam and laboratory rooms.
10. Assist nurses in immunization clinics by determining the immunizations needed by the client and collecting fees.
11. Take vital signs, weights, heights and measures.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of the medical clerical process involved in the operation of an office. Ability to perform typing at a rate and accuracy required by the position. Basic knowledge of medical assistance process for clinical settings; i.e., patient instruction, draping, positioning, cleaning and preparing room for the next patient and body mechanics. Knowledge and skills in finger pokes, hematocrit/hemoglobin, urine dip sticks and vital sign procedures. Knowledge in the principles of hand washing and clean/sterile techniques.

Ability to learn the program and objectives of the area to which assigned after a reasonable period of time. Ability to learn the accurate operation of the office and laboratory equipment required by the position. Ability to understand and follow oral and written instructions. Ability to maintain records accurately. Ability to establish and maintain harmonious working relations with other employees and the general public. Ability to effectively work with the clients and the public in stressful situations.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited medical assistant program and certification in CPR preferable or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools throughout the County. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Have sufficient visual acuity to read scales, measuring boards, obtain capillary blood samples, read hemocue machine. Work may involve potential exposure to blood products, cleaning materials and loud noises.