



Baltimore City Department of Human Resources

Gladys B. Gaskins, Director of Human Resources

Sheila Dixon, Mayor

EXAMINATION FOR: **MEDICAL OFFICE ASSISTANT**

| | | | | |
|----------------|---------------------|-------------|---------------|----|
| SALARY: | \$26,090 – \$30,086 | (12 Months) | GRADE: | 78 |
| | \$21,910 – \$25,229 | (10 Months) | GRADE: | 50 |

CLOSING DATE: Continuous Recruitment - May 30, 2008 is the last day to file an application.

POSITION: A Medical Office Assistant performs office support duties and clinical duties as assigned by a health professional in accordance with Maryland State law.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have graduated from an accredited high school or possess a GED certificate;

AND

Have graduated from a Medical Assistant program which includes office practice, clinical skills and completion of an externship, and is accredited by the Committee on Accreditation of Allied Health Education (CAAHEP) of the American Medical Association in collaboration with the American Association of Medical Office Assistants or is accredited by the Accrediting Bureau of Higher Education Schools (ABHES);

OR

Have an associate of arts degree as a Medical Office Assistant in a program that includes office practice, clinical skills and completion of an externship from an accredited college or university.

NOTE: Some positions in this class may require employees to hold and maintain current certification as a Certified Nursing Assistant issued by the Maryland Board of Nursing. If you have a certification, enter the number on the application. It will be verified by the appointing authority if required for the position.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The certification, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Health Department
Human Resources
210 Guilford Avenue
Baltimore, Maryland 21202

61391 (111401) 78 U (3) Q
KR/mb POSTED: 03/03/08

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.



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