CLASS TITLE: Clinical Assistant I	

TITLE CODE: 2210	**SERIES:** Medical Services Support

SELECTION METHOD: 100% qualifying	**SALARY:** (MIN-MID) $13.50-$16.79 **GRADE: 10** **SPECIAL ENTRANCE RATE:** May be adjusted at agency's discretion based upon additional education & experience.

POSITIONS IN THIS CLASS GENERALLY REPORT TO: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Assists the physician and/or registered nurses in facilitating the transition of the patient/client from the registration process to the actual receipt of services by professional and technical personnel. Responsibilities would include: performing initial physical and history taking including interviewing to obtain history: taking Pottinger growth chart measurements such as weight, height: collecting specimens for laboratory analysis: and documenting services provided.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High school diploma or GED

EXPERIENCE: N/A

SUBSTITUTION CLAUSE: N/A

EDUCATION: N/A

EXPERIENCE: N/A

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) N/A

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Interview patient to obtain information for medical record for new patient or to update existing file, explain services that patient may be receiving and/or answer questions raised by patient. Perform appropriate laboratory test according to departmental proceduers and policy. These test may include hematocrit, blood sugar, urinalysis, pregnancy testing. Take appropriate measurements of patient/client, weight, height, blood pressure, head measurement; administer developmental and PASE assessments, vision and hearing screening, etc. Document activities and services in patient medical record. Counsel patient regarding services of department. Order supplies to replenish materials used by staff. Stock clinic examining rooms with necessary material to be used by staff. Answer phone and direct calls to appropriate person. May administer the car seat program for the department which would include instructing patients on the use of the seat belt, accounting for rental fee(if applicable) and the care seat restraints.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is spent primarily inside the clinic or community setting.

ADDITIONAL REQUIREMENTS:

May be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 11/8/95	**DATE OF LAST REVISION:** 10/3/22