



STATE OF LOUISIANA  
invites applications for the position of:  
**MEDICAL ASSISTANT - MEDICINE UNIT**

An Equal Opportunity Employer

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**OPENING DATE:** Wed. 12/21/16

**CLOSING DATE:** Continuous

**SALARY:** \$8.62 - \$17.23 hourly  
\$1,494.00 - \$2,987.00 monthly

**JOB TYPE:** Classified

**LOCATION:** Independence, Louisiana

**SUPPLEMENTAL INFORMATION:**

Job Number: LK-122116-LB/MA-MED

The Medical Assistant position is located in our Medicine Unit. This position does requires a rotation of shifts, weekends and holiday work.

**No Civil Service test score** is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application which can be used for this vacancy as well as future job opportunities. Applicants can check the status of their application at any time by selecting the 'Application Status' link after logging into their account.

**QUALIFICATIONS:**

**MINIMUM QUALIFICATIONS:**

Two years of clerical experience in a patient care setting such as a medical clinic, hospital, mental health facility, facility for the developmentally disabled, or other type of healthcare facility.

**SUBSTITUTIONS:**

Experience as a nursing assistant will substitute for the required experience on the basis of two years of nursing assistant experience for one year of the required experience.

A certificate of completion from a medical assistant training program earned at a college or technical institute accredited by the Commission on Accreditation of Allied Health Education Programs or the Accrediting Bureau of Health Education Schools will substitute for one year of the required experience.

An associate degree from a medical assistant training program earned at a college or technical institute accredited by the Commission on Accreditation of Allied Health Education Programs or the Accrediting Bureau of Health Education Schools will substitute for the two years of required experience.

College training with nine semester hours in education, psychology, counseling, social work, sociology, child guidance, or nursing will substitute for the required experience on the basis of thirty semester hours for one year of the required experience.

For further information about this vacancy contact:

Lori Arceneaux Burns, Human Resources Specialist  
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Lallie Kemp Medical Center  
(985) 878-1307