



STATE OF LOUISIANA
invites applications for the position of:
Medical Assistant

An Equal Opportunity Employer

OPENING DATE: Wed. 05/06/20

CLOSING DATE: Continuous

SALARY: \$9.50 - \$17.72 hourly
\$1,647.00 - \$3,072.00 monthly

JOB TYPE: Classified

LOCATION: Independence, Louisiana

SUPPLEMENTAL INFORMATION:

This position is located in the Emergency Department. Shift will be determined by the Manager. Preference may be given to applicants that possess a BLS certification. Please list all work history on Application as well as detailed job duties.

Applications may be filed online at: www.jobs.civilservice.louisiana.gov

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 are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Laura R. Colkmire

LSU-HCSD Lallie Kemp Medical Center / Human Resources

985/878-1328 Office

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.