



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

An Equal Opportunity Employer

**OPENING DATE:** Tue. 01/15/19

**CLOSING DATE:** Sun. 01/20/19 11:59 PM Central Time (US & Canada)

**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.**

**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 by selecting the 'Applications' link after logging into their account.

*The State of Louisiana only accepts online applications. Paper applications will not be accepted. Computer access is available at your local library, at local Louisiana Workforce Commission [Business Career Solutions Centers](#), and at the State Civil Service Testing and Recruiting Center at 5825 Florida Boulevard, Room 1070, Baton Rouge, LA 70806. If you require an ADA accommodation, please contact our office at (225) 925-1911 or Toll Free: (866) 783-5462 during business hours for additional assistance.*

*(Please note: Libraries and LWC centers cannot provide in-depth assistance to applicants with limited computer skills; therefore, we suggest that such applicants have someone with computer proficiency accompany them to these facilities to assist with the computer application process. Also, no State Civil Service employees are housed at the libraries or LWC centers to answer specific questions about the hiring process. Such questions should be directed to the State Civil Service Testing and Recruiting Center at the phone numbers above or by visiting the office on Florida Blvd. where assistance is available. Information is also provided on our job seeker website at <https://jobs.civilservice.louisiana.gov/>).*

For further information about this vacancy contact:

Laura R. Colkmire; LSU-HCSD/Lallie Kemp Medical Center; Office Phone 985/878-1328

**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.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Association of Schools and Colleges; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.