



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

An Equal Opportunity Employer

OPENING DATE: Fri. 12/17/21

CLOSING DATE: Continuous

SALARY: \$10.07 - \$18.78 hourly
\$1,746.00 - \$3,255.00 monthly

JOB TYPE: Classified

LOCATION: Independence, Louisiana

SUPPLEMENTAL INFORMATION:

This Medical Assistant position is located in the Outpatient Clinic.

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:

Hilary G. Dugar
Lallie Kemp Medical Center Human Resources
52579 Hwy 51 South Independence, LA 70422
985-878-1385

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.