

### POSITION OPENING

<b>POSITION:</b> MEDICAL SECRETARY	<b>STATUS:</b> FULL TIME
<b>DEPARTMENT:</b> PPG - PHYSICIAN OFFICES	<b>HRS/PAY:</b> 75.0
<b>SUPERVISOR:</b> SHELLY YOUNG	<b>JOB GRADE:</b> C-1

### RESPONSIBILITIES

A full-time position is available in the Punxsutawney Physician Group Offices and may include evening and weekend hours in addition to day shift. Applicant must be somewhat flexible with hours as required by the schedule. Individual must be able to demonstrate competency in exhibiting excellent communication and telephone skills; and demonstrate superior customer relation skills. Medical terminology required with previous experience and/or knowledge of insurances preferred. Excellent organization, typing and/or computer skills required. Two year medical secretary or medical assistant education program preferred, but will consider clerical experience in a medical office in lieu of education. Medical assistant training/certification is a plus.

**Physical Demands:** Moves throughout the offices the majority of the day. Minimal lifting required.

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

**Date Needed To Start:** As Soon As Possible

**Posting Period:** 07/30/25 – 08/03/25

**Application Deadline:** Noon on 08/04/25