

POSITION OPENING

POSITION:	MEDICAL SECRETARY	STATUS:	FULL TIME
DEPARTMENT:	PPG RAPID CARE	HRS/PAY:	75.0
SUPERVISOR:	SHELLY YOUNG	JOB GRADE:	C-1

RESPONSIBILITIES

A full time position is available in the Punxsutawney Physician Group Offices working primarily in Rapid Care. The schedule consists of working 12 hour shifts, primarily day and early evening hours, and includes rotating weekends and holidays. 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 Kristen Price, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 07/06/2026 – 07/11/2026