



# CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate
<b>20-143 Medical Assistant</b>	<b>8</b>	<b>\$34,831</b>	<b>\$42,895</b>

### NO APPLICATION PROCESSING FEE REQUIRED

*Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1513 annual mid-Hudson adjustment.*

**MINIMUM QUALIFICATIONS:** On or before the date of filing your application, you must have:

- Either 1:** one year of full time experience performing clinical and clerical support activities in a health care setting.
- Or 2:** completion of a college, university, technical school or vocational school medical assistant program.

**NOTES:**

1. Your college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Department of Civil Service, Albany, New York 12239. Attention: S2/20143.
2. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
3. New York State residence is not required.

**THE POSITIONS:** The majority of these positions are located at the SUNY Upstate Medical University in Syracuse. Positions also exist at the Department of Civil Service, SUNY Brockport, SUNY Geneseo, SUNY Polytechnic Institute, SUNY Binghamton, SUNY Buffalo University, SUNY Albany, SUNY Oneonta, SUNY Oswego, SUNY Plattsburgh, SUNY Buffalo State College, SUNY Potsdam, and SUNY Stony Brook.

**DUTIES:** As a **Medical Assistant**, you would perform clinical, laboratory, and clerical support activities. Duties would include, but not necessarily be limited to: preparing patients for examination, taking and recording patient vital signs and blood pressure, performing simple treatment procedures such as EKG's and changing non-sterile dressings; and performing standardized, routine laboratory procedures such as phlebotomy and patient specimen collection and processing. You may also perform routine clerical activities such as patient reception, producing reports, answering telephones, scheduling appointments, checking insurance eligibility, and collecting payments.

**SUBJECT OF EXAMINATION:** There will be no written test. **The New York State Examination Application (NYS-APP) is the test. Your completed NYS-APP will be the only basis for rating your education and experience.** Failure to complete the application correctly may result in disqualification. If disqualified, candidates must wait six months to re-apply. If you meet the Minimum Qualifications, your **education and experience** will be evaluated against the general background/critical activities of the position. This evaluation will concentrate on your education; licenses/certifications such as: Cardiopulmonary resuscitation (CPR) or First Aid, Advanced Cardiovascular Life Support (ACLS), Emergency Medical Technician (EMT) or Paramedic, Certified Nursing Assistant (CNA) or Patient Care Technician or Medical Administrative Assistant, Phlebotomy Technician, Medical Assistant, LPN or RN; and experience.

**You MUST describe your education and experience as completely as possible on the NYS-APP.** Vagueness or lack of information will NOT be decided in your favor. **Resumes will NOT be accepted in place of a completed NYS-APP.**

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits to your final passing score.

**Important:** The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current with each agency you apply to.

**HOW TO APPLY:**

- Download the examination application form NYS-APP at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request the NYS-APP; or
- Obtain the NYS-APP from a State agency or facility personnel/business office; or
- Request the NYS-APP by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

**WHERE TO APPLY:** Mail your completed application to one or more of the following:

- NYS Department of Civil Service, Office of Human Resources and Administrative Planning, Albany, NY 12239 (518) 473-4295
- SUNY College at Brockport, 350 New Campus Drive, Brockport, NY 14420-2929 (585) 395-2126
- SUNY Geneseo, 1 College Circle, Doty Hall 318, Geneseo, NY 14454 (585) 245-5616
- SUNY Polytechnic Institute, Personnel Office, 257 Fuller Road, Albany, NY 12203 (518) 956-7362
- SUNY Upstate Medical University at Syracuse, 750 East Adams Street, Syracuse, NY 13210 (315) 464-4830
- SUNY Binghamton, Administration Building, AD242D, Binghamton, NY 13902 (607) 777-2187
- SUNY at Buffalo, 120 Crofts Hall, Buffalo, NY 14260-7022 (716) 645-7777
- SUNY at Stony Brook, Administration Building, Room 390, Stony Brook, NY 11794-0751 (631) 632-6151
- SUNY at Albany, Human Resources UAB 300, 1400 Washington Avenue, Albany, NY 12222 (518) 437-4700
- SUNY at Potsdam, Human Resources, 219 Raymond Hall, 44 Pierrepont Avenue, Potsdam, NY 13676 (315) 267-4816
- SUNY Plattsburgh, Human Resource Services, 912 Kehoe Building, 101 Broad Street, Plattsburgh, NY 12901
- SUNY Oneonta, Attn: Employment Opportunities, 236 Netzer Administration Building, 108 Ravine Parkway, Oneonta, NY 13820 (607) 436-2581
- SUNY Oswego, Human Resources, 201 Culkin Hall, 7060 State Route 104, Oswego, NY 13126 (315) 312-2230
- SUNY Buffalo State, 1300 Elmwood Avenue, Cleveland Hall 403, Buffalo NY 14222 (716) 878-4822

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, agencies will accept applications at any time and will rate applications whenever additional eligibles are needed. All NYS-APPS REQUIRE an original signature by the applicant.

**RETEST POLICY:** Qualified candidates may file as frequently as six months, but a new application is required each time.

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**ADDITIONAL INFORMATION**

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one year. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.