MEDICAL ASSISTANT

General Summary

Medical assistants complete administrative and limited clinical duties in the offices of physicians, hospitals, and other healthcare facilities.

Medical Assistant
Jobcode: L10141
Pay Band: 40
FLSA Status: Non-exempt

Distinguishing Characteristics

This is the sole level of the Medical Assistant classification.

Recommended Education and Experience for Full Performance

High school diploma or equivalency and Certification as a Medical Assistant and 6 months of relevant experience.

Minimum Qualifications

High school diploma or equivalency and Certification as a Medical Assistant or a minimum of two years work experience in a health care setting completing tasks consistent with Medical Assistant duties.

Essential Duties and Responsibilities*

- Records patient history and personal information.
- Measures vital signs, such as blood pressure.
- Helps the physician with patient examinations.
- Schedules patient appointments.
- Performs limited laboratory testing on clinical specimens
- Enters patient information into medical records.
- Other administrative duties as assigned.

Bargaining Unit: N/A

Statutory Requirements: N/A

Conditions of Employment: Maintains Certification as a Medical Assistant

Working Conditions: Working Conditions for individual positions in this classification will vary based on the agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities

Established: 3/29/2017   **Revised: 8/21/2020** Minimum Qualifications change

Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.