

Market Range Detail - Medical Assistant

Effective Date

December 9, 2013

Market Range Title Description

Positions in this market range title are responsible for providing administrative patient support and basic paraprofessional direct patient care as directed by a licensed nurse.

- Assists nursing staff with communicating with patients to gather vitals and take patient history.
- Performs simple patient procedures such as drawing blood and prepares patients for examination and treatment.
- Practices infection control procedures, and maintains both cleanliness and functionality of examination rooms and equipment.
- Transcribes and processes orders from medical and mental health providers, charts and records health related notes in patient files, maintains patient health records.
- Perform various administrative tasks such as retrieving voicemail messages, and scheduling appointments.
- Order medical supplies, medications and materials for use in the course of patient care.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$12.35	\$15.29	\$18.22

Likely Minimum Qualifications

- Certificate of completion from an accredited Health Care Training Program as a Medical Assistant.
- At least one (1) year of work experience as a medical assistant including some venipuncture experience.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications
-

Working Titles

- Health Technician
- Medical Assistant

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.