

Code: 3139
Health and Welfare Service
Medical and Social Service Group
Medical Technician and Laboratory Series

CLASS TITLE: Certified Medical Assistant

CHARACTERISTICS OF THE CLASS: Under supervision, assists professional and paraprofessional medical personnel in the administration of medical services at a community health clinic; and performs related duties as required.

ESSENTIAL DUTIES: Interviews patients to obtain medical histories and information necessary to assess patients' health status; takes and records patients' vital signs and measurements; obtains blood specimens by use of venipuncture and finger stick; operates an electrocardiograph and provides electrocardiograms to the attending physician; performs simple laboratory tests and provides resultant data to attending physician; prepares and maintains examination rooms and assists the physician during examinations; ensures the availability of adequate medical supplies.

RELATED DUTIES: Performs routine clerical duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience. Completion of an accredited Medical Assistant program or one year of experience performing medical assistant duties as described above.

Knowledge, Abilities and Skill. Good knowledge of clinical procedures. Good knowledge of medical equipment and supplies. Good knowledge of procedures for obtaining and testing laboratory specimens.

Ability to manage patient flow through a clinic.

Good oral and written communication skills. Good skill in using and maintaining medical equipment. Good skill in attending to details and keeping clinic records.

Working Conditions. General clinic environment. Possible exposure to infectious waste.

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CLASS TITLE: Certified Medical Assistant (Cont'd)

Equipment. Standard clinic, laboratory and office equipment.

Electrocardiograph and centrifuge.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 1996
City of Chicago
Department of Human Resources
(Minimum Qualifications Revised: April, 2008)