



**MUNICIPALITY OF SKAGWAY**  
GATEWAY TO THE KLONDIKE  
P.O. BOX 415, SKAGWAY, ALASKA 99840  
(PHONE) (907) 983-2297  
(FAX) (907) 983-2151  
[www.skagway.org](http://www.skagway.org)

**JOB ANNOUNCEMENT**  
**RECEPTIONIST/MEDICAL ASSISTANT**

The Municipality of Skagway is accepting applications for a Clinic Receptionist/Medical Assistant. This is a Seasonal full-time position and is not eligible for benefits. This position is required to work a flexible schedule, including evening hours and weekends and will alternate between other medical assistants.

**WAGE RANGE:** Grade 12; step 1 starting wage of \$19.37 per hour.

**DUTIES:**

This position is under the direction of the Clinic Executive Director and Medical Director as appropriate for duties. This position provides support with the daily activities of a medical office including telephone coverage, appointment scheduling, patient registration and filing.

- Answers telephone and either responds to inquiry, directs caller to appropriate personnel, or initiates a message note in EMR for response by medical personnel.
- Schedules appointments.
- Greets and directs patients and visitors.
- Assists with the management and maintenance of patient files.
- Completes all workers' compensation forms after the Providers have worked with patient.
- Reconciles daily cash report and prepares bank deposits.
- Prepares treatment rooms for examination of patients ensuring that the rooms are clean and stocked at all times.
- Operates EKG and other equipment to administer routine diagnostic tests.
- Draws blood and performs routine laboratory tests
- Maintains confidentiality per HIPAA at all times.
- Maintain databases on Excel and NextGen.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

This position performs tasks as directed while demonstrating skills in customer service, quality management, interpersonal relationships and teamwork. Acknowledges understanding of patient confidentiality. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma or equivalent.
- 3 to 6 months' experience and training or equivalent in office or medical skills.
- Ability to quickly prioritize and multitask with minimal to no supervision.
- Ability to effectively present information in one-on-one and small group situations to patients and co-workers.
- Basic math skills including rate, ratio, and percent; ability to apply these skills to tasks such as creating the daily deposits.
- Ability to communicate effectively and courteously with staff and the public in all situations, including those that are sensitive and difficult.
- Computer experience preferred, including word processing, spreadsheets, database and internet software.
- Will do on-the-job training for all other requirements.

**THIS IS NOT A COMPLETE JOB DESCRIPTION**

Applicants must submit a completed Municipality of Skagway application form to the borough office at the address above. **This position is open until filled.** Contact the borough office by email at [m.gihl@skagway.org](mailto:m.gihl@skagway.org) for an application or further information. The application can also be downloaded from the website at [www.skagway.org](http://www.skagway.org).

**The Municipality of Skagway is an equal opportunity employer.**