

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

07-15-04

### MEDICAL ASSISTANT, 2310

**Summary of Duties:** Under direct supervision, provides assistance to physicians and nurses in the health screening and physical examination of applicants and City employees; and performs related duties as required.

**Distinguishing Features:** A Medical Assistant performs a variety of support services and assists with various diagnostic and treatment procedures performed by the physician and nursing staff.

#### **Examples of Duties:**

- Explains procedures and assists applicants in filling out medical history forms;
- Performs and assists with diagnostic testing using specialized equipment, EKGs, Vision, Hearing, and Cardiac Stress Tests;
- Performs clinic support tasks such as answering telephones; scheduling appointments; ordering supplies; completing forms; maintaining records and files;
- Assists clinic staff by regulating patient flow;
- Prepares patients for examination and treatment;
- Reviews and maintains patient records; checks and carries out nursing and medical orders; clarifies instructions to patients;
- Performs and records vital signs, height, weight, temperature, pulse rate and respiration rates;
- Performs phlebotomy and collects blood samples;
- Collects and records results of diagnostic tests in the patient medical record;
- Assists physician and nursing staff with a variety of procedures;
- Maintains proper sanitary and sterile condition of laboratory, medical supplies; patient examining areas and equipment using various solutions and sterilization equipment;
- Collects and prepares urine specimens for testing;
- Performs testing on specimens collected;
- Transports patients, specimens, and x-rays as needed;
- Monitors and maintains a stock of supplies;
- May assist with examinations at City jails;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:****Knowledge of:**

- Medical Terminology;
- Simple laboratory procedures, such as drawing blood utilizing proper tubes and collection and testing of urine specimens;
- Commonly performed tests, such as vision, hearing, EKGs; and
- Sanitary and sterile laboratory conditions, and maintaining and cleaning examining rooms and areas.

**Ability to:**

- Assist with the completion of medical history forms, record data and keep accurate medical records;
- Deal tactfully and effectively with City employees, applicants and Los Angeles Police Department arrestees;
- Perform average lifting of less than five pounds and occasionally over 15 pounds; and
- Speak and hear clearly.

**Minimum Requirements:** Proof of completion of a Medical Assistant course from an accredited technical school. The course work must include training in medical terminology and front and/or back office clinic operations. Certification as a Medical Assistant is preferred.

**Physical Requirements:** Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, may be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to person's limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**