



Class Code: 3549

CLASS TITLE | MEDICAL ASSISTANT

PAY GRADE: OT-18 www.cityoftulsa.org/pay

Effective Date : 12/07/2022

PURPOSE OF THE CLASSIFICATION: Under general supervision performs all the duties of a certified medical assistant, including urine drug screens and breath alcohol tests for the City's Drug Screening Program, diagnostic tests, and assists the City Physician with prescribed medical care of patients; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs urine drug screens and breath alcohol tests in accordance with the City's Urine Drug Screening Program
- Assists with the duties of the front desk, as needed
- Assists City Physician in providing prescribed medical treatment to include bandaging, suture removals, dressing changes, and eye and ear irrigations, and electrical stimulation treatments under the direction of the City Physician
- Performs various health tests, immunizations, and advises patients
- Performs diagnostic tests to include audiometric, spirometry, vision, EKG, urinalysis, and vital signs
- Maintains and enters daily test results for the City Urine Drug Screening Program into a database for tracking
- Assists Radiology Technician on x-ray equipment as needed
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Education Development Certificate (GED); and,
- (b) Six (6) months experience working with access to confidential information and customer service is preferred by the department

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the principles and practices of medical technology and equipment
- Good knowledge of the necessary maintenance of medical equipment and supplies.

Ability to:

- Ability to obtain a Certificate of Registration from the National Board for Medical Assistants
- Ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Skill in:

- Considerable skill in operating medical equipment to produce accurate results as requested by the City Physician

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; occasional pushing up to 60 pounds; occasional pulling up to 60 pounds; occasional use of color vision; may be subject to walking, standing, reaching, bending, handling, feeling, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.



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Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver license; **and**,
2. Must register with the National Board for Medical Assistants within twelve (12) months from date of employment.

WORKING ENVIRONMENT: Working environment is primarily an office setting; and may be exposed to radiological equipment.

EEO Code: N-03

Group: Cultural, Legal and Sciences

Series: Medical