



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Stephen McNally  
Chairman of the Board

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**TITLE:** **CLAIMS PROCESSOR-OFFICE ASSISTANT**  
(Provisional \* Appointment)

**SALARY:** \$25.92/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Department of Mental Health, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hour work weeks (Monday-Friday).

**JOB SUMMARY** The work involves responsibility for assisting and working with other billing staff and insurance companies and/or Medicaid or third-party insurance payers to resolve or settle outstanding claims or unpaid bills in the Mental Health Department. The incumbent analyzes and interprets Explanation of Benefits (EOB's), Explanation of Medicare Benefits (EOMB's), Electronic Remittance Advices (ERA's) and Remittance Statements in regard to claim denials and allowable paid rates, co-pays, co-insurances and deductibles. The work is performed under the direct supervision of the Billing Specialist with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS: Either:**

- A) Possession of an Associate's degree in Business Administration, Secretarial Science or a closely related field and one (1) year of full time paid clerical experience, or it's part time equivalent, which involved the maintenance and processing of insurance claims; OR
- B) Graduation from high school or possession of an equivalency diploma and three (3) years of experience as defined in (A); OR
- C) An equivalent combination of education, experience, and professional certifications—such as Medical Coding or Medical Billing—that provides the required knowledge, skills, and abilities; OR
- D) Any equivalent combination of training and experience as defined by the limits of A, B or C above.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

(OVER)



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Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**

**Residency Requirement:** There is **no** residency requirement.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** June 22<sup>nd</sup>, 2026

**Application Deadline:** July 2<sup>nd</sup>, 2026

*\*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*



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