



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

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

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- TITLE:** **INTAKE COORDINATOR**
(Provisional* Appointment)
- SALARY:** \$23.71/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.
- LOCATION:** Essex County Department of Public 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 37 ½ Hour work weeks (Monday-Friday).

JOB SUMMARY: The work of the Intake Coordinator involves responsibility for providing potential clients with the necessary information to explore what services are available and assist potential clients with eligibility required for potential services. Work is performed under the supervision of the Director of Patient Services and Supervising Public Health Nurses. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and three years of experience in a health care setting; or
- (b) Five years of experience in a health care setting;
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: *Completion of college study may be substituted for paid experience on a year-for-year basis.*

(OVER)



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



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 announced at a later date. Applications will be accepted until the closing date of the examination. Persons 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: **March 6th, 2025**

Application Deadline: **March 18th, 2025**

**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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