



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

Michael Mascarenas  
County Manager

Stephen McNally  
Chairman of the Board

---

**TITLE:** **REFERRAL AND TELEHEALTH CODING SPECIALIST**  
(Provisional \* Appointment)

**SALARY:** \$29.97/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 Referral and Telehealth Coding Specialist involves being the primary point of contact for patients during the referral and telehealth intake process. This role ensures a smooth patient experience by coordinating referrals, supporting telehealth scheduling and verifying accurate documentation and coding using ICD-10 standards. This position acts as a bridge between patients, providers and administrative staff to support both clinical care and compliance. 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) Possession of a Bachelor's degree and one year of experience in a related field; or
- (b) Possession of an Associate's degree and three years of experience in a related field, or
- (c) Graduation from high school or possession of a high school equivalency diploma and 5 years of experience in a related field,
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

**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.

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

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



**518.873.3360**

**Essex County is an Equal Opportunity Employer**

**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 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:** February 5<sup>th</sup>, 2026

**Application Deadline:** February 17<sup>th</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.



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



518.873.3360

**Essex County is an Equal Opportunity Employer**