



# Victoria County, TX

## POSITION PROFILE

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|------------------------|-----------------------------------|------------------------|------------|
| <b>Position Title:</b> | Certified Medical Assistant (CMA) | <b>Effective Date:</b> | May 2026   |
| <b>Department:</b>     | Health Department                 | <b>Division:</b>       | Nursing    |
| <b>Accountable to:</b> | Nurse Manager                     | <b>Status:</b>         | Non-Exempt |
| <b>Salary:</b>         | \$16.57 - \$19.47                 |                        |            |

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### **Primary Objectives**

The employee's primary focus will be nursing division clerical and clinical duties. Direct and indirect participation in all nursing division functions will be expected. Clerical work is performed independently and in coordination with nursing division staff. Clinical work is performed under supervision of a licensed nurse.

### **Supervision Received**

Work is performed under the limited supervision of the Nurse Manager

### **Supervision Exercised**

None.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

- Knowledge and skills with computer equipment and software
- Assists with answering telephones, scheduling, and confirming clinic appointments
- Assists with gathering and organizing client paperwork
- Assists with updating and filing medical records
- Assists with gathering medical histories and explaining procedures, medications, and vaccines to client
- Takes and records vital signs
- Performs phlebotomy, basic laboratory tests, and collects and prepares clients' lab specimens for mailing
- Prepares and administers injections, including vaccinations and TB skin tests as directed by a physician per Standing Delegation Orders
- Inventories/stocks nursing supplies
- Assists with health fairs, special clinics, and other outreach activities
- Assists with record maintenance using various computer based systems, including the Electronic Health Record (EHR) and IMMTRAC
- Assists with/composes articles, special features, and quarterly and annual reports
- Provides assistance and information to the general public
- Maintains accurate records by compiling, tracking, and monitoring information
- Maintains absolute patient confidentiality and HIPAA compliance at all times
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

- Education equivalent to graduation from an accredited high school.
- Medical Assistant Certification
- Minimum typing 40wpm with accuracy
- Bilingual: Spanish a plus
- Valid Texas Driver’s License and proof of automobile liability insurance.

## **WORKING CONDITIONS**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

| <b>Physical Exertion (Pounds)</b> |                 |
|-----------------------------------|-----------------|
| Up to 10                          | Seldom or never |
| Up to 25                          | Seldom or never |
| Up to 50                          | Seldom or never |
| Up to 100                         | Seldom or never |
| 100 or more                       | Seldom or never |

| <b>Environmental Exposures</b>    |                 |
|-----------------------------------|-----------------|
| Work near moving mechanical parts | Seldom or never |
| Work in high, precarious places   | Seldom or never |
| Toxic or caustic chemicals        | Seldom or never |
| Outdoor weather conditions        | Seldom or never |
| Extreme Cold, non-weather         | Seldom or never |
| Extreme Heat, non-weather         | Seldom or never |
| Noise Level                       | Quiet           |

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*