



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: MEDICAL ASSISTANT I-II**

**DEFINITION:** Under general supervision, provides responsible medical assistant services in a public health setting.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I – Performs the routine duties of the classification.  
Grade Level II – Performs the more complex duties of the classification.

**EXAMPLES OF DUTIES:**

- Assists Physician, Nurse Clinician and Physician Assistant;
- Prepares examination rooms, instruments, injections and supplies;
- Provides phlebotomy services;
- Prepares medical charts;
- Labels specimens;
- Provides client billing and medical transcription services;
- May provide reception and other front office duties in clinics;
- May assist medical professionals in the field;
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS:**

High School diploma or equivalent and certification of phlebotomy within three months of appointment.

A valid California motor vehicle operator's license may be required.

**HISTORY:**

- Established: 4/1/2000