

MEDICAL SECRETARY

NATURE OF WORK

This is highly responsible secretarial work in the office of the Medical Examiner.

An employee in a position allocated to this class is responsible for accurate and timely preparation of autopsy reports. Work involves transcription and typing of complex reports which may be the basis of court testimony. Work is performed under general supervision and is reviewed through results obtained.

EXAMPLES OF WORK

Transcribes and types autopsy reports; obtains required signatures. Maintains daily log of cases to locate files during stages of completion; prepares file folders.

Updates files as additional information is received e.g. microscopic and laboratory examinations, toxicological findings and identification information.

Types memoranda, letters and press releases.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of business English, spelling and grammar.

Thorough knowledge of office practices, procedures and equipment.

Knowledge of medical terminology including anatomical, pathological, pharmacological and bacteriological.

Knowledge of Medical Examiner's Office procedures and policies.

Skill in the operation of word processing equipment.

Ability to transcribe accurately and rapidly.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification, three (3) years of general office experience which includes one (1) year of word processing and one (1) year of medical secretary experience; or any equivalent combination of related training and experience. Must pass a written general clerical examination and typing test.