

Champaign County Job Description

Job Title: Senior Medical Secretary

Department: Coroner

Reports To: Coroner

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: April, 2004

SUMMARY Performs highly responsible and confidential, secretarial duties and administrative functions for the head of a large County department or a high level administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Types, proofreads and distributes reports, correspondence, forms, etc. of a specialized and confidential nature; transcribes and prepares medical and toxicology reports.

Answers the telephone, takes and relays messages; screens supervisor's calls; responds to telephone inquiries whenever possible; receives various classifications of death reports by phone.

Prepares daily appointment schedule for supervisor; makes and confirms appointments; receives and schedules visitors; arranges meetings as required.

Interprets administrative policies and decisions; prepares reports as requested.

Completes and signs typed death certificates and cremation permits with authority as Deputy Coroner.

Copies requested Inquest transcriptions and compute service charges.

Prepares agenda; collects, assembles and distributes required documents, paperwork, etc.

Maintains departmental line item ledgers.

Organizes and maintains files of all Death Investigation files.

Monitors supplies, reorders as necessary; types requisitions for supplies and payment invoices.

Prepares old files for annual microfilming.

SUPERVISORY RESPONSIBILITIES May assign, review and approve work of a part-time staff.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with courses in typing, business machine operation and general office procedure, plus two years of experience in medical transcriptions or as a medical secretary; or an acceptable combination of education and experience. Good knowledge of medical terminology, arithmetic, spelling, bookkeeping, record keeping and the English language is required. Considerable skill in operating a typewriter or word processor, plus good oral communications also required. Skill in taking and transcribing dictation. Thorough knowledge of County ordinances, rules and regulations and governmental practices. Ability to prioritize assignments and organize work efficiently and to handle administrative details independently are essential.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to the general public and other employees of the organization. Ability in dealing tactfully with the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is usually quiet.

Note: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.