

# 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

**Pay Grade:** F

**Prepared Date:** April 2004

## Summary

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

## Essential Duties and Responsibilities

Includes 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, and receives various classifications of death reports by phone.
- Prepares daily schedule for supervisor.
  - Makes and confirms appointments.
  - Receives and schedules visitors. and arranges meetings as required.
- Interprets administrative policies and decisions as well as 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 and 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 Experience

- High school diploma or general education degree (GED) with courses in typing, business machine operation and general office procedure, plus two (2) years of experience in medical transcriptions or as a medical secretary -or- an equivalent combination of education and experience.

### 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 to deal tactfully with the general public.

### Mathematical Skills

- Ability to add, subtract, multiply, and divide by in all units of measure by 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.

### Other Qualifications

- Good knowledge of:
  - Medical terminology.

- Arithmetic.
- English language and spelling.
- Bookkeeping.
- Recordkeeping.
- Skill in taking and transcribing dictation.
- Ability to operate word processing equipment and software applications.
- Thorough knowledge of County ordinances, rules, regulations and governmental practices.
- Ability to prioritize assignments, organize work efficiently, and handle administrative details independently.

### 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.

While performing the duties of this job, the employee is frequently required to:

- Use hands to finger, handle, or feel.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- Normal office working conditions.
- The noise level is usually quiet.

## Notice

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 essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.