



CLASS SPECIFICATION

Class Code: 0175
Date Est: 9/81
Last Rev: 02/2017
Last Title Chg: 07/2002
FLSA: Non-exempt
Probation: 6 months

FORENSIC MEDICAL TRANSCRIBER

DEFINITION

Under general supervision, transcribes technical, complex and specialized medical dictation regarding autopsies and forensic medical examinations; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Completion of an approved course in medical transcription AND one year of medical transcription experience OR two years of medical transcription experience; OR an equivalent combination of related training and experience.

DISTINGUISHING CHARACTERISTICS

This technical class performs specialized transcription work in the Medical Examiner's Office. In addition to very strong transcription skills, this class requires knowledge of specialized medical terminology, skill in independently transcribing and editing specialized medical dictation and strong language skills. This class is distinguished from clerical classes by its requirement of knowledge of medical terminology and transcription skills.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Transcribe medical dictation regarding medical examinations, pathologic diagnosis, gross autopsy findings and microscopic examinations.

Produce, proofread and edit a variety of comprehensive technical and medical reports, documents and forms.

Provide information by telephone and in person to the public, decedent families, mortuaries, law enforcement agencies, staff and others, which requires the use of independent judgment, interpretation and explanation of technical medical terminology and procedures, and the interpretation and explanation of policies and rules.

Establish and maintain general and medical records and files on all Medical Examiner's Office cases as legally required.

Account for and transfer personal affects and property to deceased next of kin in accordance with departmental policies and procedures.

Perform a variety of office administrative assistance.

Contribute to the efficiency and effectiveness of the Medical Examiner's Office by offering suggestions and participating as an active member of a work team.

Operate a full range of modern office machines and equipment including personal computers, dictating equipment, printers, copiers, transcribers and applicable software programs.

Coordinate dissemination of information ensuring compliance with state, county and departmental policies.

JOB RELATED AND ESSENTIAL QUALIFICATION

Full Performance Level *(These may be acquired on the job and are need to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Medico-legal procedures and functions of assigned position.

Computer applications used in the Medical Examiner's Office.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, and other evaluation procedures.*

Knowledge of:

Office administrative practices and procedures.

Computer applications involving word processing, data entry, email, etc.

Legal significance of medical record.

Terminology including anatomy, physiology, pathology, chemical components, pharmaceutical compounds, and microscopic cellular changes.

Principles and procedures of record keeping.

Principles and techniques used in dealing with the public.

Weights and measures, both metric and U.S. Customary

Correct business English usage including spelling, grammar, and punctuation at a court acceptable level.

Skill to:

Perform technical and specialized medical transcription efficiently and accurately.

Recognize and evaluate inconsistencies and inaccuracies in medical dictation and edit appropriately.

Use medical reference material efficiently

Auditory skills, allowing for interpretation of sounds simultaneously with keyboarding.

Type and transcribe at a speed necessary for successful job performance.

Ability to:

Operate modern office equipment, including computer, transcribers, dictating equipment, copiers, and printers in a production environment with speed and accuracy.

Prepare and maintain complex, and accurate records and reports ensuring compliance with legal requirements.

Convert weights and measures between metric and U.S. Customary

Maintain accurate office files in a confidential manner.

Use initiative and independent judgment within established procedural guidelines, organizing own work, setting priorities and meeting critical deadlines.

Interact effectively and sensitively with a variety of individuals from diverse backgrounds.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective and sensitive working relationships with a variety of individuals from diverse backgrounds.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.