

**CLASSIFICATION:** MEDICAL SECRETARY II

**Class Code:** 6217-11

**Date Established:** 05-27-94

**Occupational Code:** 1-2-4

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To monitor secretarial support activities involving medical records and reports in a medical or related health care unit.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Receives and types medical dictation concerning physical examinations, psychological examinations, case summaries and special court cases utilizing a word processor or typewriter.
- Composes responses to routine correspondence and requests for information and prepares related reports.
- Supervises the work of other medical secretaries and clerical assistants assigned to the medical or health care unit.
- Attends staff conferences and summarizes the prognosis and recommendations made by attending physicians.
- Types insurance company reports, including certifying disability and deaths and preparing necessary forms.
- Contacts medical service providers in order to secure medical reports concerning patients assigned to a state program.
- Answers questions regarding programs and services offered by agency and provides general information to the public.
- Performs a variety of other secretarial duties such as scheduling medical appointments, maintaining medical files and submitting physician's billing to insurance company.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

**Complexity:** Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

### **MINIMUM QUALIFICATIONS:**

**Education:** Completion of high school, G.E.D. or its equivalent, including courses in office procedures, word processing or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in a secretarial position, one year of which must have been in a medical office or in an area which provided experience with medical terminology.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of modern office equipment and methods of operation. Knowledge of English usage and medical terminology. Considerable knowledge of agency rules and regulations as they pertain to the work performed. Skill in transcribing dictation to include medical terminology. Skill in typing accurately and rapidly. Ability to compose correspondence in acceptable form. Ability to supervise other state employees engaged in similar work. Ability to establish effective relationships with professionals of various fields, local, state and federal officials and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.