

**CLASSIFICATION:** MEDICAL TYPIST II

**Class Code:** 6213-10

**Date Established:** 01-14-86

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

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

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To monitor secretarial support activities for a medical or related health care unit.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Operates a word processing system to input and retrieve data and to produce medical reports for distribution.
- Schedules medical appointments and types notifications of visits including preparing informational packets.
- Prepares authorizations for expenditure of state funds for supervisor's signature and updates related statistical data.
- Answers questions regarding programs and services offered by agency and provides general information to the public.
- Exercises partial supervision over assigned unit secretaries performing similar clerical work.
- Contacts medical service providers in order to secure medical reports concerning patients assigned to a state program.
- Acts as a clerical assistant to a medical unit supervisor with responsibility for preparing replies on routine correspondence and requests for information.

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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 partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**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.

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**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, including one year of experience using medical terminology.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of business English, spelling and arithmetic. Knowledge of office practices and procedures. Skill in interviewing, typing reports, documents, correspondence and medical material with speed and accuracy. Ability to maintain clerical records and establish reports from such records. Ability to establish and maintain effective working relationships with other employees and the general 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.