

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31231
Job Class Code:	580	Salary Schedule:	AREG
EEO Category:	06	Grade:	14
Workers Comp Code:	8810		

Job Code Established:	03/22/89	Effective Date:	03/22/89
Job Code Revised:	07/01/96	Effective Date:	07/01/96

JOB CODE SERIES: Medical Transcriber Series

JOB CODE TITLE: MEDICAL TRANSCRIBER

HRIS TITLE: MED TRANSCRIBER

CHARACTERISTICS OF THE CLASS: Typically reports to a Unit Supervisor. No major decision making authority. Effort may require while sitting, unremitting need to perform work with hands and/or arms in largely the same position. Transcribes information involving complex medical technology from draft or machine dictation.

EXAMPLES OF DUTIES: Transcribes technical and scientific dictation using a machine system. Proofreads reports. May supplement transcription work with typing of finished work from written drafts. May operate word processing equipment or other automated office equipment for data storage and retrieval. Performs related work as required.

WORK RESULTS/PRODUCTS: Timely and accurate medical transcription work as assigned; may supplement transcription work with typing of finished work from written drafts.

RESPONSIBILITY: for the overall quality and timeliness of assigned medical transcription work; for monitoring spelling accuracy and appropriate use of medical terminology.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: complex medical terminology; report preparation and production; proper English usage, vocabulary, and spelling.

Skill in: transcribing technical and scientific dictation using a machine system; operating keyboard.

Ability to: produce finished typewritten copy; operate variety of office equipment.