

# Classification and Qualification STANDARDS

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## Medical Secretary

*Class Code: 1142  
FLSA: Non-Exempt*

*Classification Standard Reformatted: 06-01-2013*

### OVERVIEW:

Under general supervision of the director of a health center, the Medical Secretary takes and transcribes oral dictation or transcribes machine dictation; receives and screens telephone calls and visitors; uses considerable judgment in providing information in response to numerous inquiries; establishes and maintains confidential and administrative files and prepares summaries of data pertinent to the work of the director of the center. The work typically requires a detailed knowledge of the programs, policies, and activities of the health center and an understanding of the legal implications of providing medical services and of protecting confidentiality of personal health information.

The Medical Secretary is distinguished from other secretarial positions at this level by performing specialized secretarial/clerical work involving knowledge of the medical setting, by the ability to take oral dictation or do transcribing involving medical terminology, and by the ability to follow laws relating to confidentiality of personal health information. Assignment to administrative studies is intermittent. Incumbents in this classification typically assist the supervisor on designated administrative studies.

### TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Medical Secretaries typically perform work involving some or all of the following duties: manage the office of the director of a student health center; perform a variety of clerical services and tasks to support program activities and goals; adjust office procedures and priorities to meet program changes; compose, prepare, and type correspondence, reports, memoranda, and records using knowledge of the medical setting, with the extent of supervision dependent on the delegation of authority by the supervisor; take and transcribe medical dictation consisting of a variety of medical correspondence, diagnoses, information, and reports; act as office receptionist or answer the telephone providing information as directed by the policy of the director; assist the director and staff in communicating and coordinating their exchange of information; assist the director with arrangements for interviewing, selecting, and assigning new personnel; set up, adjust and maintain the director's appointment schedule and calendar of activities; reschedule appointments and meetings as necessary to accommodate unexpected changes in priorities or work schedule; schedule professional staff and committee meetings and make arrangements relating to time, date and place; compile agenda and prepare information for participants; prepare and evaluate completeness and appropriateness of materials and arrange distribution; maintain control records to identify deadlines and keep supervisor informed of priority items; establish and maintain office files and record systems; and, may keep cost, budget or statistical information and prepare tables, summaries, and simple reports.

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## MINIMUM QUALIFICATIONS:

### ***Knowledge and Abilities:***

Thorough knowledge of English grammar, spelling and punctuation; medical office methods, procedures and practices; medical terminology; and procedures related to maintaining privacy of medical information.

Ability to coordinate many different secretarial tasks, determine relative importance of each, set deadlines and complete projects accordingly; reschedule and distribute work assignments due to a shift in priorities; review processes and identify deviations from applicable policies or procedures; trace clerical processing errors; and learn the operations of the health center.

Ability to apply judgment, discretion and initiative and, with minimal supervision, to perform complex secretarial work in a variety of such programs or projects; establish format and spatial arrangement of correspondence, charts and statistical data where required; independently initiate, draft, and prepare clear and concise memoranda in final form and to prepare correspondence requiring selection of materials and references from a variety of sources; establish record filing systems and to keep information confidential; screen mail, telephone calls and visitors; project needs for equipment and supplies; accumulate cost information; read and write at a level appropriate to the duties of the position; perform mathematical calculations where required.

*Typing:* Ability to type at a corrected rate of 45 words per minute;

**and either**, *Dictating Machine Transcribing:* the ability to meet this same typing requirement plus ability to transcribe medical dictation with a high rate of accuracy and speed;

**or** *Stenography:* the ability to meet this same typing requirement plus ability to take medical dictation at a rate of 80 words per minute.

### ***Experience:***

Equivalent to four years of responsible stenographic and clerical work including one year requiring the taking or transcribing of dictation in a medical setting which has provided the applicant with the knowledge and abilities listed above. Equivalence to nine semester units in medical terminology and medical office practice may be substituted for the one year of specialized experience.

Prospective applicants who have not had the education or experience listed may substitute other evidence of meeting the above qualifications for up to two years of the required stenographic and clerical experience. (For example: Two years of training at a vocational business school or two years of full-time college education involving a variety of secretarial, business or commercial subjects may be substituted for two years of the required experience; college education in a non-job-related subject may be substituted for up to two years of experience on the basis of one year of college education for six months of general experience.)