Title: Medical Secretary 2

Essential Function
Under general supervision from administrator, provide secretarial services through transcription and typing of medical and confidential materials; relieves supervisor of some administrative task; screen calls and visits and manage appointments and travel schedules; may supervise clerical staff in developing and/or carrying out procedures of office.

Characteristic Duties
1. Produce typed copy from rough written copy, dictation (i.e., by machine or shorthand), or brief oral instructions, involving correspondence, tables, reports, or other materials of technical or confidential nature, requiring knowledge of medical terminology; composes or independently answers correspondence; proofs, corrects and signs correspondence. Typing may be done on typewriter and/or word processor.

2. Relieve supervisor of some administrative tasks (e.g., prepare and follow up on contracts; set up office procedures; assist with coordination of departmental programs; does research, gather statistics, and prepare reports; assist with budget; set up, maintain confidential files, i.e., personnel related; act as liaison between supervisor and other administrators or offices; coordinate details of meetings; maintain office functions in absence of administration).

3. Screen calls and visits for administrator; greet visitors; may conduct tours; provide information; may act as host/hostess.

4. Manage supervisor’s appointments and travel schedules; make travel and lodging arrangements; set up meetings, prepare agendas and notify participants; arrange conference and speaking engagements.

5. Assign, train, coordinate, schedule and evaluate work of clerical staff.

6. Supervise and perform typing and clerical tasks of general or routine nature (e.g., type routine correspondence, memos and forms; maintain patient and office files; maintain general office account records; does copy work; inventories; order, distribute and account for use of office supplies; receive, read, sort, log and distribute correspondence; take machine dictation of routine nature).

7. Perform related duties based on departmental need.

Unusual Working Conditions
• Required to handle/process sensitive and/or confidential material.

Minimum Qualifications
• High school diploma/GED certificate plus one of the following: one year related Medical Secretarial/Transcriptionist experience; or an Associate Degree with course work in Medical Terminology; or completion of a Medical Secretarial/Transcriptionist or other health care program. Must be able to pass a qualifying examination to demonstrate medical secretarial/transcriptionist skills.

Last updated: January 1990