

OFFICE ASSISTANT (LABORATORIES AND RESEARCH)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, the incumbent of this position is responsible for performing advanced level clerical and routine administrative support duties to ensure the efficient operation of the office in the Department of Laboratories and Research. The incumbent is responsible for a wide range of clerical work involving case management tracking, compiling statistical information, performing medical transcription and operating word processing equipment used in the typing of various medico-legal reports, documents and correspondence. Another responsibility of this position includes performing medical secretarial work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and assembles case files for the Office of the Medical Examiner, recording all pertinent information on Medical Examiner's cases;

Compiles statistical information from reports and records for the Medical Examiner's Office and various State and County agencies;

Prepares, on word processing equipment, various medico-legal reports, documents and correspondence;

Types complex and confidential medico-legal reports and correspondence from dictaphone or cassette recorder;

Maintains accurate and complete records and files;

Opens and screens all mail;

Answers and screens inquiries regarding cases of the Medical Examiner;

Ascertains information on cases to assist in determining if such cases fall under the jurisdiction of the Medical Examiner's jurisdiction;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of medical terminology and all of its abbreviated written and spoken forms; good knowledge of medical office procedures; good knowledge of English grammar and Arithmetic; ability to transcribe from a Dictaphone or cassette recorder complex medical terminology; ability to type at a speed of not less than 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to comprehend and carry out complex verbal and written directions; accuracy, dependability; thoroughness; tactfulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of high school or equivalency diploma and either a) three years of experience where the primary function of the position was the performance of general office/clerical work, including or supplemented by six months of medical transcription experience; or b) three years of work experience where the primary function of the position was the performance of general office/clerical work and completion of a course in medical transcription or medical terminology.

SUBSTITUTION: 30 credit hours of post high school education* at either a recognized college, university or business school may be substituted on a year for year basis for up to two years of the above general office/clerical experience.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.