

STAFF ASSISTANT (MEDICAL EXAMINER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs complex administrative support functions in the Department of Laboratories and Research related to the operations of the Medical Examiners' Office. Work involves transcription of autopsy notes from audiocassette, maintenance of sensitive and legally mandated files, release of requested information when appropriate, case review and determination, collection of fees, etc. The work is performed in accordance with established procedures and legal mandates, including extensive contact with funeral directors, grieving families, attorneys and interested citizens. Given the nature of the work, incumbents are required to maintain a high degree of confidentiality. Supervision of subordinate employees may be required. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Transcribes autopsy, histology, and neuropathology notes from audiotape to computer files and hard copy;

Proofreads transcribed material to assure accuracy and coherence of content;

Maintains accurate and complete files (both active and inactive) of deceased citizens and assures proper categorization of death;

Prepares death certificates accurately and in a timely manner;

Coordinates body releases between funeral directors, family, and Medical Examiner;

Responds to inquiries from newspaper reporters, interested public, police officers, and district attorneys using established guidelines governing what information may be released;;

Oversees support staff in similar functions, assuring that work is completed accurately, in accordance with procedure and in a timely manner;

Receives telephone reports of deaths, collects pertinent data and determines, using established criteria, if body should be accepted;

Compiles records of data necessary for the operation of the department;

Maintains confidential files;

Prepares invoices for document preparation, and records payments and maintains records of same;

Coordinates burial of unclaimed bodies with the Public Administrator;

Uses computer applications such as word-processing, spreadsheets, e-mail, and database in performing work assignments;

May perform other incidental duties, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, procedures, equipment; good knowledge of medical terminology; ability to transcribe complex medical terminology; keyboarding ability of not less than 35 words per minute; ability to perform mathematical calculations; ability to comprehend and carry out complex oral and written instructions; ability to maintain detailed records and files; ability to oversee the work of others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; integrity; good judgment especially as it relates to the confidential nature of the work; resourcefulness; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and four years of clerical or administrative support experience which involved the use of word processing, including or supplemented by one year of experience where the primary function of the position was performing transcription involving medical terminology.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to two years of the general clerical experience. Candidates must have one year of the general/clerical experience and the one year of specialized 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.