

# SNOHOMISH COUNTY JOB DESCRIPTION

## MEDICAL SECRETARY

Spec. No. 6136

### BASIC FUNCTION

To provide full range of secretarial duties and support tasks which assist in the operation and function of the Medical Examiners' Office.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives and directs incoming calls and/or visitors, takes messages, determines needs, answers general questions, and furnishes information regarding established procedures, policies, services, and other information approved for release.
2. Records, transcribes, and edits dictation from administrative superiors and at formal meetings, upon request only.
3. Transcribes medicolegal autopsy reports from dictation and monitors status of pending cases.
4. Assists with processing of confidential departmental information, assists in maintaining case and office statistics updates and maintains case database, generates reports as required.
5. Processes death certificates and monitors cases pending certification; monitors Project DAWN (Drug Abuse Warning Network) and MECAP Reporting (Medical Examiner Coroner Awareness Program).
6. Provides for or monitors release of records including filing and distribution of reports to the Prosecuting Attorney's Office, law enforcement agencies, families, and outside agencies.
7. Maintains record of where reports are sent and when they were requested; receives processes and deposits revenue from record copy requests.
8. Provides technical word processing, spreadsheet guidance and assistance to other department clerical/investigative staff.
9. Occasionally, releases human remains to funeral homes and occasionally receives NJA (No Jurisdiction Assumed) cases as needed.
10. Tracks and returns unclaimed personal property to the next-of-kin.
11. May coordinate work of receptionist and reserve staff.
12. Performs related duties as required.

### MINIMUM QUALIFICATION

Two (2) years of experience with confidential and sensitive information, and the transcription of medical reports; OR, any equivalent combination of education and experience which provides the required knowledge, skill, and ability to perform the work. Typing of sixty (60) wpm required. Experience and/or training in medical terminology preferred. Must pass job related tests.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- medical terminology;
- office practices and procedures;
- computer technology;
- proper English, spelling, grammar, punctuation, and use of language;
- basic record keeping procedures;
- interpersonal and interdepartmental communication skills;
- principles of professionalism and confidentiality.

Ability to:

- maintain a high degree of accuracy with detailed information using effective oral and written communication;
- operate standard office equipment including telephones, typewriters, word processing, dictation equipment, computer terminals, and applied software packages;
- exercise initiative and judgment making decisions within the scope of assigned authority;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public;
- maintain necessary records and prepare required reports;
- work under pressure, cope with interruptions, and meet deadlines.

### SUPERVISION

Employee receives supervision from an administrative superior. The supervisor establishes objectives, priorities, and deadlines. Employee completes recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments from the supervisor. The work is reviewed through periodic meetings, status reports, and performance appraisals.

### WORKING CONDITIONS

The work is performed in the standard office environment. This position requires the ability to focus on a computer screen two (2) or more hours at a time. Occasional exposure to fumes, chemicals and toxic substances.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1990

Revised: November 1994; February 1999; May 2000

EEO Category: 6 – Administrative Support

Pay Grade: 310 – Clerical Pay Plan

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Workers Comp: 5306 Non-Hazardous