

## **SCHOOL MEDICAL SECRETARY**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for performing clerical work in a school health office, with the ability to type accurately at an acceptable rate of speed. The incumbent answers the telephone and provides information to students, parents and staff, maintains student medication schedules, types reports for administration and school nurse, and lists for student physicals. The incumbent also enters health information and immunization data into a computerized student management system. This class is distinguished from the Typist class by the required knowledge and use of medical terminology. Supervision over the work of others is not normally a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Answers the telephone and provides information to students, parents and staff;

Types attendance reports and list for student physicals;

Types in student health information and immunizations data into a computerized student management system;

Types administrative reports, letters, medical reports and histories for building administration and school nurse;

Sorts, indexes and files reports and other materials;

Sets up files, pulls material, makes file searches and maintains records;

Compiles and keeps varied records up to date;

Serves as a receptionist for the health office;

Telephones parents to update emergency contact information and immunization records;

May keep a daily schedule of appointments, meetings, interviews, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of medical terminology; good knowledge of office terminology, procedures, practices and equipment; working knowledge of data entry and the use of computerized databases; ability to type accurately at an acceptable rate of speed; ability to understand and carry out complex written and oral instructions; ability to write legibly; clerical aptitude; accuracy; tact; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years full-time paid clerical experience in a medical doctor's or hospital office or related experience; **OR**
- B. Four (4) years experience as described above.

ULSTER COUNTY  
5777 SCH MED SE  
Classification: Competitive  
OA

Adopted: June 9, 2009