



MEDICAL TRANSCRIBER

CC58/1177 – Exam Code: 9RC16

OPEN – STATEWIDE

CONTINUOUS INTERNET EXAMINATION,
FILING, AND JOB VACANCIES

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

EXAMINATION BASE

DEPARTMENTAL OPEN FOR:

California Prison Health Care Services (CPHCS)

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

HOW TO APPLY

The application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Medical Transcriber is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

**APPLICATION DEADLINE/
TESTING PERIOD**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

SALARY RANGE

As of September 1, 2007:

\$2,751 - \$3,354 Monthly – This salary range applies to incumbents appointed at the Division of Correctional Health Care Services and the Adult Institutions.

\$2,589 - \$3,148 Monthly – Base Pay

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

Either I

In the California state service, one year of experience performing the duties of an Office Assistant II, Typing (Range A) [Note: Current title is Office Assistant (Typing), Range B].

Or II

Two years of experience in typing and clerical work, at least one year of which shall have been in work of a medical nature requiring the transcription of dictation from a dictating machine on medical matters and the preparation of a wide variety of medical records and reports. Academic education above the 12th grade may be substituted for the year of required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.

Special Personal Characteristics: A demonstrated interest in assuming increasing responsibility.

Typing Certificate: A valid typing certificate will be required upon appointment. An acceptable typing certificate must be issued within the last four years with a minimum of **45** W.P.M. (words per minute) from a five-minute typing test administered by one of the following organizations: any state agency/department (CPHCS also administers typing tests); business schools or colleges; adult education centers; and skills and business education centers.

Typing certificates will not be accepted if issued by the following organizations: via the internet; employment agencies; and certificates issued for less than a five-minute typing test.

EXAMINATION PLAN

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%

- A. Knowledge of:
 - 1. Modern office methods, supplies and equipment.
 - 2. Technical medical terms and abbreviations.
 - 3. Various medical forms and reports and their processing.
 - 4. Business English and correspondence.

- B. Ability to:
 - 1. Type at a speed of not less than 45 words a minute from ordinary manuscript or printed or type written material.
 - 2. Spell correctly.
 - 3. Communicate effectively.
 - 4. Make arithmetical computations.
 - 5. Follow difficult oral and written directions.
 - 6. Evaluate situations correctly and take effective action.
 - 7. Perform medical clerical work of average difficulty including the ability to process a large variety of medical reports and correspondence, and transcribe accurately difficult dictation involving a variety of medical terms from a dictating machine.

**ELIGIBLE LIST
INFORMATION**

An open merged eligible list will be established for CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**POSITION
DESCRIPTION
AND LOCATION(S)**

A **Medical Transcriber**, under general supervision, transcribes dictated and written material, sensitive and confidential health-related information (such as X-ray, laboratory, and therapeutic procedure and autopsy reports, medical histories, diagnostic workups, physical examinations, admissions and discharge summaries, operative reports, medical consultations, psychiatric and psychological reports, and clerical resumes for inclusion in medical records and for transmission to physicians, etc); serves in a secretarial capacity to receive and screen a variety of telephone calls and visitors; answers (within limits of confidentiality laws) inquiries concerning the progress of medical cases; and sets up and maintains medical files; and does other related duties.

Positions exist statewide with the California Prison Health Care Services.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Prison Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

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