
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Health Records

Grid: 29

Class Title: Medical Transcriptionist
Supervisor III

I. Level Definition

Positions at this level supervise more than 10 designated staff and perform related administrative duties.

II. Typical Duties

1. Supervises more than 10 designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Co-ordinates the workflow of assigned area by establishing work schedules and priorities and processes incoming and outgoing correspondence.
3. Makes recommendations regarding budget for assigned area.
4. Develops operating procedures for a variety of clerical support functions in order to meet the needs and requirements of assigned area; oversees and updates standards and policies for assigned area.
5. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from a recognized medical transcription course and four years' recent, related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.