

Job Description

Job Title: Transcriptionist
FLSA Status: Non-exempt
ADP Job Code: ADM II
Reports to: Assistant Director of PLP
Department: Claims
Location: Ephrata 152
Prepared by/date: Jenny Gunderson / November 2016

Summary:

Position's primary responsibilities are transcribing audio recordings using Microsoft Word. Attention to detail with the ability to work independently with little to no supervision in a sometimes fast paced & under pressure environment.

Essential Duties and Functions: include the following. Other duties may be assigned.

- Type, proofread, and edit interviews for return to investigator, using provided template.
- Other job related projects or assignments as delegated.

Competencies:

- Grammar and punctuation skills are a must.
- Confidentiality is essential in this position.
- Ability to work from home.
- Computer skills are a must (Microsoft Word, Microsoft Outlook, Adobe, RiskMaster, Excel etc.).
- Strong organizational and time management skills.
- Ability to listen and effectively communicate with co-workers and clients.
- Work well as a team player and a self-starter.
- Excellent oral and written communication skills and the ability to work in teams.
- Possess a positive attitude, strong interpersonal skills, organizational skills, and computer skills.
- Professional office dress is mandatory.
- Must present oneself in a professional manner; including personal hygiene and appearance.
- Regular attendance is essential and expected for the effective operation of the company.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Required

- Requires a high school diploma with 1-2 years of experience in the field or a related field.
- Knowledge in the use of office equipment such as multi-line phone systems, photocopiers, fax machines, etc. also required.
- Type at least 40-50 wpm with high accuracy.

Physical Requirements Necessary on a Regular Basis:

1. Manual dexterity, arm, and upper body range of motion sufficient for use of a keyboard, mouse and telephone on a constant basis for at least 7-10 hours per day.
2. Speech and hearing sufficient for in-person and telephone communication on a constant basis for at least 7-10 hours per day.
3. Vision sufficient for use of a computer monitor.
4. Ability to sit at a desk on a constant basis for at least 7-10 hours per day.

This job description is not meant to be an all inclusive statement of the duties of the position listed above. Other appropriate duties may be required from time to time.

I acknowledge that I have reviewed this job description and can perform the essential duties with, or without, reasonable accommodation.

Signature_____

Print Name_____

Date_____