

WARD CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving responsibility for the performance of assigned tasks in order to assist professional staff in accomplishing the administrative details associated with patient/resident care in a health care facility. Some leeway is allowed for the use of independent judgement in resolving individual problems in accordance with established policy. The work is performed under the direct supervision of a Head Nurse or other professional employer. A Ward Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Records treatment and other data on patient charts and records;
- Types a variety of forms, schedules, reports, charts, and other records;
- May deliver materials and supplies issued to units;
- Files and retrieves from files a variety of patient and operational records;
- Answers telephone and receives and relays messages;
- Makes telephone contacts with the families of patients, doctors, and others;
- Maintains an inventory of materials and supplies;
- May record and prepare summaries of staff meetings and conferences.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; skill in typing accurately at a minimum acceptable rate of thirty words per minute; ability to acquire a familiarity with medical terminology; ability to understand and follow oral and written instructions; ability to get along well with others and to secure their cooperation; ability to write legibly; clerical aptitude; discretion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma;

OR

B. One year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 5/13/74

Revised: 11/15/76

Revised: 12/13/76

Revised: 10/10/79

