



FORENSIC MEDICAL TRANSCRIBER
SALARY: \$20.40 - \$25.62 PER HOUR

POSITION INFORMATION

The Medical Examiner / Coroner Office is currently accepting applications for the intermittent hourly Forensic Medical Transcriber position. The intermittent hourly Forensic Medical Transcriber will work on an as needed basis and with no guarantee of hours per week/month.

Under general supervision, transcribes technical, complex, and specialized medical dictation regarding autopsies and forensic medical examinations; completes and maintains legally defined records for coroner cases; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Completion of an approved course in medical transcription and one year of medical pathology transcription experience or two years of medical pathology transcription experience; or an equivalent combination of related training and experience.

SPECIAL REQUIREMENTS

- A typing test may be required for selected candidates prior to interview.
- Ability to work in a standard office environment.
- Ability to interact effectively and sensitively with a variety of individuals from diverse backgrounds (law enforcement, attorneys, grieving families, etc.)

CONDITIONS OF EMPLOYMENT

- Background checks will be conducted on selected applicants through the State of Nevada and the Federal Bureau of Investigation (FBI).
- Some positions may require a valid driver's license.
- Intermittent hourly employees are exempt employees pursuant to Section 5.045 of the Washoe County Code. "Intermittent hourly employee" means a person who is not employed on a fixed schedule and works on an "on-call" basis. Please be advised that upon appointment an Intermittent Hourly employee cannot work a regularly scheduled work schedule and must work less than 1040 hours in any fiscal year. Intermittent Hourly employees are "at will" employees and serve at the pleasure of the appointing authority.
- This is not a classified position and is not covered by a collective bargaining unit.
- Retired PERS (Public Employees' Retirement System of Nevada) employees are responsible for contacting PERS to make sure that they do not go over the assigned PERS earnings limit for a fiscal year in order to retain retirement benefits. PERS phone number is 775/687-4200 to check for yearly updates.

SELECTION PROCESS

Applicants are requested to submit a resume to Justin Norton at jnorton@washoecounty.us. Resumes will be reviewed and applicants who have the most potential for success in the position will be contacted for an interview with the Medical Examiner / Coroner Office.



DEADLINE FOR APPLYING

OPEN UNTIL FILLED

QUESTIONS

Contact Justin Norton, Medical Examiner/Coroner Office, at (775)785-6114 or jnorton@washoecounty.us