



EXAMINATION OPEN TO THE PUBLIC
MEDICAL RECORDS CLERK

ANNUAL \$39,709
SALARY: \$52,100

SALARY
GROUP: CL 13

APPLICATION CLOSING
DATE: JULY 18, 2014

EXAM
NO: 141130OCPD

PURPOSE OF CLASS: In a state agency this class is accountable for the typing, processing and maintenance of patient files and for the monitoring of documentation deadlines.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JULY 18, 2014**.

GENERAL EXPERIENCE: Two years of clerical experience.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a medical or psychiatric environment as appropriate to the position.

SPECIAL REQUIREMENT: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

WORKING CONDITIONS: Incumbents in this class in a state hospital may have significant exposure to such things as communicable/infectious diseases and/or risk of injury from assaultive and/or abusive clients and may be exposed to moderately disagreeable conditions.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of office systems and procedures including proper telephone usage and filing; knowledge of medical or psychiatric terminology as appropriate to the position; oral and written communication skills; skill and accuracy in typing; basic interpersonal skills; ability to operate office equipment which includes personal computers or other electronic equipment; ability to follow written and oral instructions.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

<u>PART</u>	<u>WEIGHT</u>
WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: MONDAY, SEPTEMBER 8, 2014
(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by July 18, 2014. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.