

Department of Correction  
Enfield Central Records  
Medical Records Specialist 1

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** Candidates on the current examination list.  
**Location:** Medical Records Warehouse, Enfield CT  
**Hours:** M-F – 40 Hours  
**Salary:** CL-14 39,061.00 – 51,255.00  
**Closing Date:** August 21, 2012

**Eligibility Requirement:** Candidates must have applied for and passed the Medical Records Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Knowledge of basic medical terminology and human anatomy; knowledge of medical coding principles and techniques with particular emphasis on International Classification of Disease Adopted procedures; knowledge of principles of statistical data tabulation; knowledge of office systems and procedures; oral and written communication skills; basic interpersonal skills

**General Experience:** Four (4) years of experience in the maintenance of medical records and preparation of statistical reports.

**Special Experience:** 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.

**Substitution Allowed:** College training in medical record administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree

**Working Conditions:** Please note this position is working in our central medical records warehouse. There is some Inmate contact in this position and the position is eligible for an unpleasant duty stipend as outlined in the NP-3 contract. Candidates must also be able to lift boxes of medical records which weigh 30 pounds.

**Preferred experience:** Superior communication and organizational skills are necessary for this position. Experience responding to inquiries from lawyers offices and/or the Attorney General's office is desired.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, your last (2) Performance Evaluations and an Application for Employment (Form CT-HR-12) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Applicationpdf](http://das.ct.gov/HR/Forms/CT-HR-12_Applicationpdf). to:

Cathy Riberio, HR Manager  
Department of Correction  
24 Wolcott Hill Road  
Wethersfield, CT 06109  
860-692-7615  
Catherine.riberio@po.state.ct.us

**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, and persons with disabilities.