

OPEN EXAMINATION



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, MENTAL DISABILITY, PHYSICAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

MEDICAL TRANSCRIBER

CONTINUOUS TESTING

OPEN SPOT FOR COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS AND SALINAS VALLEY PSYCHIATRIC PROGRAM

SALARY RANGE: \$2,589 - \$3,148

The salaries in this bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

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|-----------------------|--|--|---|
| WHERE TO APPLY | COALINGA STATE HOSPITAL SELECTION SERVICES UNIT P.O. BOX 5002 COALINGA, CA 93210 (559) 935-4305 / TDD (559) 935-7120 | METROPOLITAN STATE HOSPITAL 11400 SOUTH BLOOMFIELD AVENUE NORWALK, CA 90650 (562) 863-7011/TDD (562) 863-1743 | NAPA STATE HOSPITAL PERSONNEL OFFICE 2100 NAPA-VALLEJO HIGHWAY NAPA, CA 94558-6293 (707) 253-5611/TDD (707) 253-5768 |
| | PATTON STATE HOSPITAL HUMAN RESOURCES-EXAMS/HIRING 3102 EAST HIGHLAND AVENUE PATTON, CA 92369 (909) 425-7000/TDD (909) 862-5730 | | SALINAS VALLEY PSYCHIATRIC PROGRAM P.O. BOX 1080 SOLEDAD, CA 93960 (831) 678-5500 EXT. 7320 |

Submit an application to one address indicated above. This location is where you would like your list eligibility established. Do not submit applications to the State Personnel Board.

TESTING RESTRICTION **The testing period for this classification is 12 months.** You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

SPECIAL TESTING If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

APPLICATION DEADLINE **CONTINUOUS TESTING - NO APPLICATION DEADLINE.** Testing is considered continuous as examining dates may be set at any time.

EXAM PLAN This examination will consist of a Written Test, weighted pass/fail and a Qualifications Appraisal Interview, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

This is an open examination. Applications will not be accepted on a promotional basis.

MINIMUM QUALIFICATIONS **NOTE: All competitors must meet the education and/or experience requirements for this examination by the written test date.**

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Either I

In the California state service, one year of experience performing the duties of an Office Assistant (Typing), Range B.

Or II

Two years of experience in typing and clerical work, at least one year of which shall have been in work of a medical nature requiring the transcription of dictation from a dictating machine on medical matters and the preparation of a wide variety of medical records and reports. (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.

SPECIAL PERSONAL CHARACTERISTICS A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATIONS Ability to type at a speed of not less than 45 words per minute from ordinary manuscript or printed or typewritten material.

JOB DESCRIPTION A Medical Transcriber, under general supervision, serves in a secretarial capacity to a physician or in a clerical pool to do medical transcribing using a variety of technical medical terms, abbreviations, and reports of average difficulty; and does other related work.

POSITION LOCATION(S) Positions exist at Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley Psychiatric Program..

It is an objective of the state of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**EXAM
INFORMATION**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

SCOPE

WRITTEN TEST - Pass/Fail

Knowledge of:

1. Technical medical terms and medical forms.
2. Difficult clerical work, including English and spelling.

Ability to:

1. Analyze situations accurately.
2. Spell correctly.
3. Make arithmetical computations.

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

QUALIFICATIONS APPRAISAL INTERVIEW - Weighted 100.00%

Knowledge of:

1. Modern office methods, supplies, and equipment.
2. Technical medical terms and abbreviations, various medical forms and reports and their processing.
3. Business English and correspondence.

Ability to:

1. Communicate effectively.
2. Follow difficult oral and written directions.
3. Evaluate situations correctly and take effective action.
4. Perform medical clerical work of average difficulty including the ability to process a large variety of medical reports and correspondence, accurately transcribe difficult dictation involving a variety of medical terms from a dictating machine.

**ELIGIBLE LIST
INFORMATION**

Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE**

Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment record and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.