



Example of Transcriber Job Description

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Our company is growing rapidly and is looking for a transcriber. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for transcriber

- Seasoned knowledge of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications and laboratory values
- Provide transcript billing information to the Finance Administrator
- Handle audio, as necessary
- Provide transcript billing information to the Transcription Manager
- Assist Transcription Manager with any duties necessary
- Assist Resourcing Manager with collecting audio from various courts/clients
- Types material from spoken lectures and discussions into a laptop computer using TypeWell software
- Locates documents in files when revisions are requested and inserts and deletes, corrects, and emails transcripts after each class meeting
- Maintains transcriber equipment
- Performs application programming operations to assist in the rapid and accurate translation of spoken information into electronic and print materials

Qualifications for transcriber

- Must type 30 wpm accurately, quickly, and over extended period
- Demonstrated knowledge of and skill in adaptability, change management, customer service, interpersonal relations, oral communication, teamwork and written communication
- Minimum six (6) months of pathology experience

- Minimum two (2) years of office administration or secretarial experience
- Coursework in anatomy helpful