



Administrative Assistant Coroner

COR/2-124P

JOB SUMMARY

This position provides administrative support to the coroner's office.

MAJOR DUTIES

1. Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel.
2. Updates and completes death certificates in accordance with State Law.
3. Maintains and develops confidential records and filing, both manual and electronic, to ensure efficient and effective storage and retrieval of information.
4. Types memoranda, letters, and reports.
5. Prepares work order requests for maintenance needs.
6. Orders and inventories office and coroner supplies
7. Remains informed of current coroner code laws and regulations.
8. Tracks budget expenditures, maintains financial records, and facilitates payment of invoices.
9. Prepares and delivers subpoenas; gathers and disperses subpoenaed records to Georgia Bureau of Investigation and other medical facilities as needed.
10. Acts as liaison between families of the deceased, funeral homes, medical personnel, and the coroner
11. Manages office to ensure investigations have the medical, legal, and logistical information and necessary materials.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern office practices and procedures.
2. Knowledge of current Coroner Code laws and regulations.
3. Knowledge of computers and job-related software programs.
4. Skill in public and interpersonal relations.
5. Skill in the use of fax machine, scanner, copy machine and other office equipment
6. Skill in oral and written communication.
7. Ability to prioritize effectively.
8. Ability to present information in an accurate, orderly and disciplined manner.

SUPERVISORY CONTROLS

The coroner assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the County Policy and Procedure Manual, Coroner Code laws and regulations, and county business license ordinances. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related receptionist and clerical duties. Frequent interruptions contribute to the complexity of the position.

- The purpose of this position is to provide administrative support to the coroner's office and receptionist support to the County. Success in this position contributes to the efficiency of operations in the coroner's office.

CONTACTS

- Contacts are typically with the next-of-kin of the deceased, medical personnel, law enforcement personnel, members of the general public, other county employees, and vendors.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance with Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.