



JOB DESCRIPTION

JOB TITLE

Office Assistant

DEPARTMENT

Coroner

REPORTS TO

Coroner

CLASSIFICATION

Nonexempt Hourly

DATE

July 2018

POSITION TYPE AND EXPECTED HOURS OF WORK

Part-Time, Monday thru Friday, 8:30 a.m. – 1:30 p.m.

TRAVEL

No overnight travel is expected for this position. There may be occasional local day travel.

SUMMARY

Provides administrative and clerical support to the Coroner's office.

ESSENTIAL FUNCTIONS

Essential duties and responsibilities include the following. Other duties may be assigned.

- Answer telephone, screen and direct calls, and take messages.
- Types, proofreads and distributes reports, correspondence, forms, etc. of a specialized and confidential nature.
- Compile, copy, sort, and file records of office activities, business transactions and other activities.
- Operate and troubleshoot office equipment, such as photocopiers, scanners, fax machines, and computers.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Completes and signs death certificates and cremation permits with authority as Deputy Coroner.
- Maintains departmental line item ledgers.
- Remits expense reports to accounts payable.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

JOB DESCRIPTION

REQUIRED EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED). Two years of administrative experience with the ability to prioritize assignments and organize work efficiently.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is usually quiet.

EEO Statement

Adams County is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPLICATION PROCESS

Please submit application via mail or e-mail to:
Sue Hester, County Board Executive Assistant
507 Vermont Street, Suite 107
Quincy, IL 62301
shester@co.adams.il.us