

CORONER'S SECRETARY

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of clerical and secretarial tasks including substantial typing and transcription from voice recording devices. This work requires the use of discretion, confidentiality, and the exercise of independent judgment in carrying out job duties, which oftentimes will involve typing narrative reports describing sordid and unpleasant events not encountered in ordinary life. When not performing duties associated with the coroner's office, persons in this position will perform clerical, filing, recording, and indexing tasks in the County Clerk Office. Depending on the nature of assignments, work may be done under close or general supervision.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Transcribes coroner's reports and correspondence from tape recorded dictation;

Types a variety of confidential letters, articles, memoranda, reports and records;

Proofreads narratives, documents and correspondence;

Maintains office files for the Coroner's Office;

Answers phones, interviews callers and schedules appointments;

Operates mimeograph, duplicating, and other office equipment;

Checks supplies and equipment received and accounts for same;

May compose and type routine correspondence, applying knowledge of department operations and regulations;

Records and indexes a variety of documents filed in the County Clerk Office.

CORONER'S SECRETARY**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of English language grammar and usage; ability to transcribe dictation from tape recording devices; ability to type at a fast rate of speed; ability to meet and assist the public; ability to read and type materials that describe sordid and unpleasant events; clerical aptitude; confidentiality; emotional maturity; good judgment and discretion; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of an equivalency diploma and one (1) year of experience in performing clerical work which involved substantial typing; or
- (B) Three (3) years of experience in performing clerical work which involved substantial typing; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Completion of post high school education in the area of secretarial science can be substituted for experience if coursework included classes in typing.