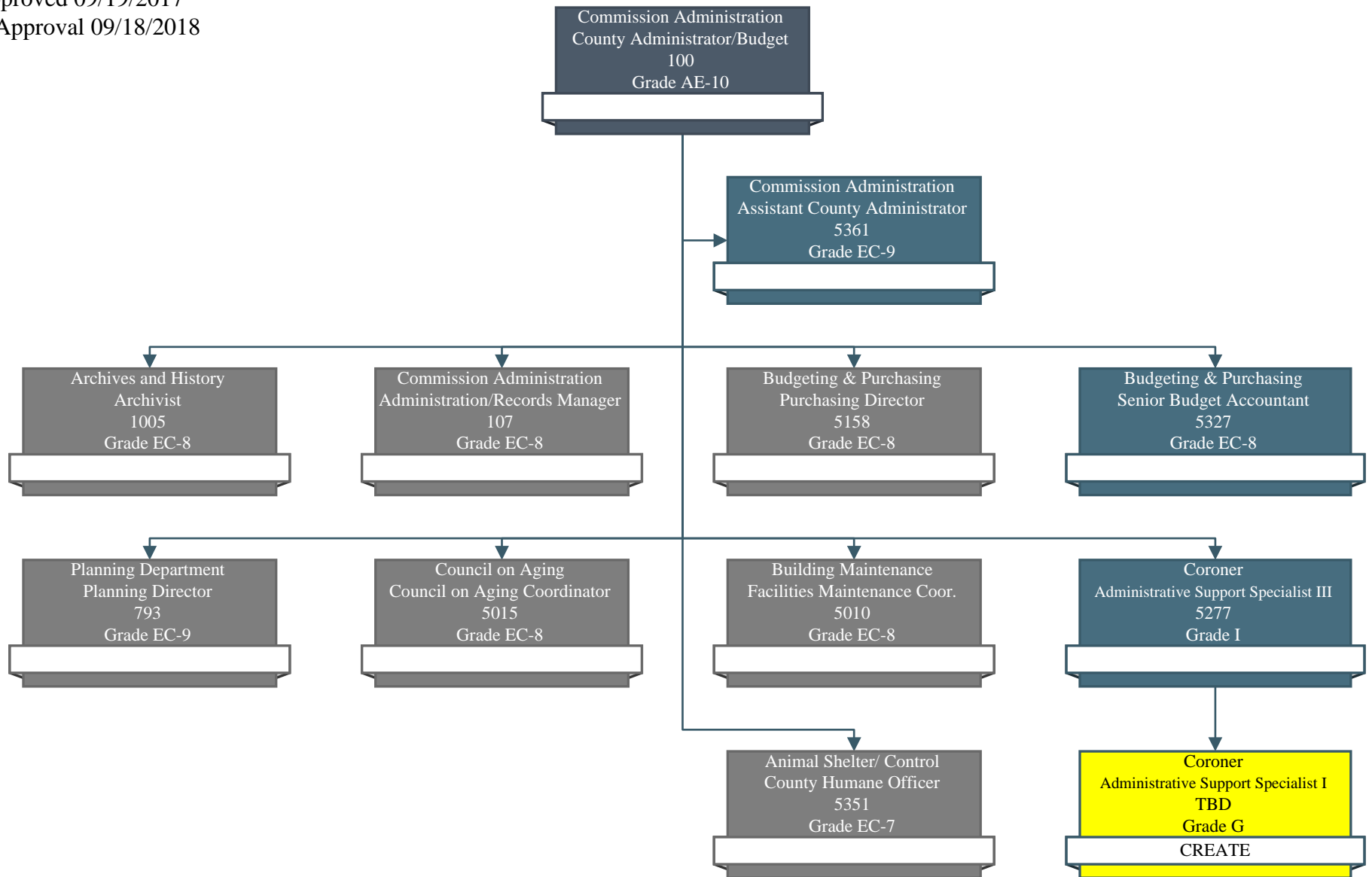


Approved 09/19/2017  
For Approval 09/18/2018



## **POSITION DESCRIPTION**

Title: Administrative Support Specialist I

Department: Coroner's Office

Job Analysis: September 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: Administrative Support Specialist III, Coroner

Subordinate Staff: None

Internal Contacts: General Public, Public Officers, and Co-workers

Status: Classified/Non-Exempt (G)

### **Job Summary**

The Administrative Support Specialist I for the Baldwin County Coroner's Office serves to accomplish a myriad of clerical administrative duties to assist the Baldwin County Coroner and as assigned by the County Administrator.

### **Job Domains**

#### **A. Facility Coordinator**

1. Coordinates operations of the primary workplace facility, if applicable, or as requested by the Coroner or County Administrator.
2. Assists in overseeing and coordinating general day-to-day facility operations with facility tenants, greets Public Officers and the public with kindness, professionalism, and tact with an emphasis on responsiveness.
3. Supervises custodians only at the primary workplace, if applicable, or as requested by the Coroner or County Administrator.
4. Assists with maintaining office and cleaning supply inventory and prepares requisitions for the same. (Spending authorization will always be applicable as approved by the Coroner and on file in the Budget/Purchasing office).
5. Responsible for regular housekeeping of the Baldwin County Coroner's Office, to include sweeping and mopping, cleaning bathrooms and Lab Area as needed.

## B. Clerical

1. Takes notation and dictation as needed.
2. Types and/or prepares correspondence, resolutions, proclamations, agenda items, public notices and releases and various documents as requested.
3. Coordinates training course registrations and travel reservations as needed.
4. Takes minutes and proofreads minutes as requested.
5. Schedules meetings, coordinates internal and external newsletters, coordinates newspaper advertisements and social media posting, all the aforesaid as requested.
6. Maintains a filing system and properly files and archives all incoming/outgoing correspondence, and other documentation of daily operations of the office.
7. Accomplishes research as directed.
8. Serves to assist in the dissemination of public notices and releases during emergency situations as directed by the Coroner.
9. Assist with filing of Death Certificates and Cremation Permits.
10. Assist with data entry and completes with accuracy and efficiency.

## C. Reception and Referral

1. Greets visitors to the office, refer them to whom they need to see, and make them comfortable if they must wait.
2. Answers all incoming calls to the office.
3. Provides whatever information is available to general inquiries.
4. Handle information regarding ongoing investigations, at the discretion of the Coroner.
5. Communicate with families to return personal property and coordinate body release to Funeral Homes.
6. Maintains the office with proper substitute direction when on leave.

### **Knowledge, Skills, and Abilities**

(Any item with an asterisk will be taught on the job)

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
2. Knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. Knowledge of general office practices and procedures.
4. Skills to communicate effectively and maintain effective working relationships with Public Officers, supervisors, co-workers and general public.
5. Skills to read, understand and compile printed reports and research assignments.
6. \*Knowledge of County Coroner activities.
7. Knowledge of filing procedures.
8. Knowledge and ability to operate office machinery, computers and general software.
9. Ability to work under stress of recurring deadlines.

### **Other Characteristics**

1. Willing to work overtime or non-standard hours when necessary.

For Approval at the 09/17/2018 BC Commission Meeting

2. Willing to travel for the purposes of professional development.
3. Ability to work under stress of recurring deadlines.

### **Minimum Qualifications**

1. Two (2) years of experience in administrative/secretarial related work.
2. Have a valid driver's license.

## **POSITION DESCRIPTION**

Title: Administrative Support Specialist III

Department: Coroner's Office

Job Analysis: August 2011, September 2013, Feb 2017, Sept 2017, [Sept 2018](#)

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Administrator, Coroner

Subordinate Staff: Custodians and/or Administrative Support Specialist I (in conformance with this position description)

Internal Contacts: General Public, Public Officers, and Co-workers

Status: Classified/Non-Exempt (I)

### **Job Summary**

The Administrative Support Specialist III for the Baldwin County Coroner's Office serves to accomplish a myriad of clerical administrative duties to assist the Baldwin County Coroner and as assigned by the County Administrator.

### **Job Domains**

#### **A. Facility Coordinator**

1. Coordinates operations of the primary workplace facility, if applicable, or as requested by the Coroner or County Administrator.
2. Oversees and coordinates general day-to-day facility operations with facility tenants, greets Public Officers and the public with kindness, professionalism, and tact with an emphasis on responsiveness.
3. Supervises custodians only at the primary workplace, if applicable, or as requested by the Coroner or County Administrator.
4. Maintains office and cleaning supplies inventory and prepares requisitions for the same. (Spending authorization will always be applicable as approved by the Coroner and on file in the Budget/Purchasing office).
5. Responsible for regular housekeeping of the Baldwin County Coroner's Office, to include sweeping and mopping, cleaning bathrooms and Lab Area as needed.

## B. Clerical

1. Takes notation and dictation as needed.
2. Types and/or prepares correspondence, resolutions, proclamations, agenda items, public notices and releases and various documents as requested.
3. Coordinates training course registrations and travel reservations as needed.
4. Takes minutes and proofreads minutes as requested.
5. Schedules meetings, coordinates internal and external newsletters, coordinates newspaper advertisements and social media posting, all the aforesaid as requested.
6. Maintains a filing system and properly files and archives all incoming/outgoing correspondence, and other documentation of daily operations of the office.
7. Accomplishes research as directed.
8. Serves to assist in the dissemination of public notices and releases during emergency situations as directed by the Coroner.
9. Assist with filing of Death Certificates and Cremation Permits.
10. Complete data entry on all files with accuracy and efficiency.

## C. Reception and Referral

1. Greets visitors to the office, refer them to whom they need to see, and make them comfortable if they must wait.
2. Answers all incoming calls to the office.
3. Provides whatever information is available to general inquiries.
4. Handle information regarding ongoing investigations, at the discretion of the Coroner.
5. Communicate with families to return personal property and coordinate body release to Funeral Homes.
6. Maintains the office with proper substitute direction when on leave.

### **Knowledge, Skills, and Abilities**

(Any item with an asterisk will be taught on the job)

1. Knowledge of basic high school mathematics and basic bookkeeping procedures.
2. Knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.
3. Knowledge of general office practices and procedures.
4. Skills to communicate effectively and maintain effective working relationships with Public Officers, supervisors, co-workers and general public.
5. Skills to read, understand and compile printed reports and research assignments.
6. \*Knowledge of County Coroner activities.
7. Knowledge of filing procedures.
8. Knowledge and ability to operate office machinery, computers and general software.
9. Ability to work under stress of recurring deadlines.

### **Other Characteristics**

1. Willing to work overtime or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.
3. Ability to work under stress of recurring deadlines.

### **Minimum Qualifications**

1. Two (2) years of experience in administrative/secretarial related work.
2. Have a valid driver's license.