

Hendricks County Government
Job Posting Announcement
Part-time Administrative Assistant

Under the direction of the Chief Deputy Coroner, the Administrative Assistant is responsible for payroll, budget, case files and collecting reports for accurate Cause and Manner of Death Investigation. The Administrative Assistant will maintain files and case paperwork in accordance with statutes of the State of Indiana in accordance as they pertain to an Indiana Coroner's office.

Part-time Administrative Assistant job duties include but are not limited to:

- Documents medical records, police reports, EMS reports and creates and maintains case files and databases.
- Receives incoming telephone calls/emails using specialist, procedural and organizational knowledge, to either deal with the communication personally or forward to the appropriate person in a timely manner.
- To provide high quality and efficient support to the coroner's officers, much of which will be of a confidential nature.
- To undertake research, collation and analysis of information as required.
- Maintains excellent cooperation and communication with all EMS, law enforcement, medical pathologist, attorneys, staff, funeral homes, and families of deceased.
- Handle and prepare all correspondence of the coroner's office.
- Completes payroll, billing and preparing of county claims, department accounting and assists with the yearly budget.
- Orders supplies for office, pathology, and photography equipment to include communicating and negotiating with vendors regarding pricing, billing, etc.
- Handle all correspondence to include subpoenas for the coroner's office and releasing information in accordance with Indiana Public Access Laws for the State of Indiana or to authorized agencies.
- Receiving and completing death certificates and preparing death certificates in accordance with Indiana State Statues.
- Scheduling all training and certification for coroner, chief deputy coroner, and deputy coroners.
- Maintain all employee personnel records.

Education and qualification requirements:

- High School Diploma
- Valid Indiana Driver's License
- Working knowledge of payroll and budgetary procedures
- Strong written and verbal communication skills

- Strong administrative assistant skills including investigating and collecting information, and customer services skills
- Strong computer skills with the ability to use Microsoft Office, Word, Outlook, and Excel
- The ability to handle all situations and calls with professionalism, dignity and respect
- Accuracy and attention to detail is a must
- Law enforcement, EMS, or medical experience required