

Administrative Assistant - Coroner's Office

Class Title: Administrative Assistant - Coroner's Office

Class Code: CONTRACT – HOURLY

Compensation: \$15 an hour

Reports to: Coroner/Chief Deputy Coroner

Job Summary

The Administrative Assistant for the Marshall County Coroner's Office serves to accomplish a myriad of clerical administrative duties to assist the Marshall County Coroner and other tasks as assigned by the Coroner and Chief Deputy Coroner. This position is classified as an independent contract by the Marshall County Commission.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates the operations of the Marshall County Coroner's Office facility.
2. Oversees and coordinates general day-to-day facility operations, greets Public Officers and the public with kindness, professionalism, and tact with an emphasis on responsiveness.
3. Maintains office organization and monitors supply levels.
4. Takes notation and dictation for the Coroner as needed.
5. Types and/or prepares correspondence, subpoenas, affidavits, public notices, press releases and various documents as requested.
6. Coordinates training course registrations and travel reservations as needed.
7. Take meeting notes and proofreads as requested.
8. Schedules internal and external meetings with the public and other public officials
9. Maintains a filing system and properly files and archives all incoming/outgoing correspondence, and other documentation of daily operations of the office.
10. Accomplishes research on cases and other matters as directed.
11. Serves to assist in the dissemination of public notices and releases during emergency situations as directed by the Coroner.
12. Assist with filing of Death Certificates and Cremation Permits.
13. Complete data entry on all files with accuracy and efficiency.
14. Greet visitors to the office, refer them to whom they need to see, and make them comfortable if they must wait.
15. Answer all incoming calls to the office, and direct calls to the appropriate staff member or other department as required.
16. Provides whatever information is available to general inquiries.
17. Handle information regarding ongoing investigations.
18. Communicate with families to return personal property and coordinate body release to Funeral Homes.

EDUCATION AND EXPERIENCE:

1. Two (2) years of experience in administrative/secretarial related work.

2. Have a valid driver's license.
3. Must meet the same requirements as other deputy coroners.

Other Characteristics

1. Willing to work additional or non-standard hours when necessary.
2. Willing to travel for the purposes of professional development.
3. Willing to work under stress of recurring deadlines.
4. Willing to work independently and with little to no day-to-day supervision.
5. Ability to commit to three days a week during business hours to the position.

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.
10. Ability to

NOTE:

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.

To Apply:

Deadline to submit a resume for this position is August 29, 2025. Resumes must be submitted to Cody Nugent at cnugent@marshallco.org. This is an appointed position in the Marshall County Coroner's Office which is compensated as an independent contractor of the Marshall County Commission. All positions in the Coroner's Office are at-will positions and do not fall under the Marshall County Personnel Board.