

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE AIDE - MEDICAL EXAMINER/MEDICAL DIRECTOR

General Summary:

Under the supervision of the Medical Examiner/Medical Director, provides administrative support to that official including collecting information on pending medical examiner cases and misfiled death certificates, typing and distributing the Medical Examiner on-call calendar, preparing letters and reports, providing information to authorized people, and processing bills for various services. Provides secretarial support to the Medical Director including typing and proofreading correspondence, maintaining the appointment calendar, scheduling meetings, maintaining files, and compiling information.

Essential Functions:

1. Provides administrative support to the Medical Examiner such as preparing letters, sending information such as death certificates and autopsy reports to police agencies, insurance companies, and families of the deceased, maintaining office files, making travel and conference arrangements, and assembling information.
2. Files Medical Examiner case reports, autopsy reports, toxicology reports, and ambulance bills. Prepares reports as directed by the Medical Examiner including the annual report of department activities.
3. Edits articles for the Medical Examiner including proofreading newspaper articles.
4. Assists with amending pending death certificates and obtains necessary reports including police reports, emergency room reports, medical/ psychiatric reports, and various family and medical personal recollections. Obtains information for the Chief Medical Examiner to examine and correct misfiled death certificates from physicians and Deputy Medical Examiners.
5. Answers questions in person and by telephone regarding the procedures and requirements, scheduling information, and other activities of the Medical Examiner's office. Takes messages and schedules appointments for staff.
6. Types and distributes the on-call Medical Examiner calendar to the appropriate agencies on a monthly basis.
7. Maintains and processes accounting documents for the Medical Examiner including bills and payments from funeral homes for cremation permits and on-call payment memoranda for on-call Deputy Medical Examiners.
8. Prepares burial arrangements for county indigent and unclaimed deaths and cadavers where no one is willing to incur the expense.

9. Provides secretarial support to the Medical Director including typing and proofreading correspondence, maintaining the appointment calendar, scheduling meetings, maintaining files and assisting with travel arrangements. Assembles information for the preparation of articles and types and proofreads finished articles and other materials.
10. Performs various miscellaneous duties as requested by the Medical Examiner/Medical Director such as picking up and delivering medical records and obtaining required signatures on legal documents.

Other Functions:

11. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: High school graduation or equivalent, prefer some advanced course work in data processing.

Experience: One year of general clerical experience is required, prefer experience and training in the specific computer software and equipment used in the department.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve documents from office files.
- Ability to enter and retrieve information from the computer.
- Periodic prolonged periods of sitting at computer terminal.

Working Conditions: Works in office conditions.