

CONFIDENTIAL SECRETARY TO THE MEDICAL EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work of a secretarial nature that may involve a variety of support administrative duties within the office of the Medical Examiner. The work is performed under the general supervision of the Medical Examiner in accordance with specific policies and objectives, but permits the exercise of considerable independence judgement. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, distributes and prepares all confidential correspondence for the Medical Examiner;

Performs a variety of secretarial functions and organizes office procedures and processes for the Medical Examiner;

Prepares correspondence for official signatures;

Maintains a calendar and schedules appointments for the Medical Examiner, as directed;

Reviews, analyzes, and replies to correspondence, as needed;

Responds to telephone and in-person inquiries by providing information, taking messages, referring the public to appropriate staff, etc.;

Maintains and prepares a variety of records and reports, manuals, etc;

May assist in the preparation of budgets, reports and statistical information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of office management; working knowledge of supervisory techniques and basic administrative principles and practices; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out oral and written instructions; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.