

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Part Time Secretary
DEPARTMENT: Coroner
WORK SCHEDULE: Part- Time Temporary
JOB CATEGORY:

DATE WRITTEN: July 2021
DATE REVISED:

STATUS: Part Time
FLSA STATUS:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

DUTIES:

Answers telephones and greets office visitors, determining nature of call, responding to inquiries, and/or routing caller to appropriate person or department.

Communicates with the public, receiving complaints and explaining department procedures and policies.

Takes appropriate action to assist the public as necessary.

Types various documents, including correspondence, forms, certificates of occupancy, and reports, and performs other clerical duties as assigned. Copies, distributes, and files completed documents.

Maintains department files and ensures copies of documents and reports are filed for convenient retrieval.

Prints various documents as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures and computer software programs used by the Plan Commission Department, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of Standard English grammar, spelling, and punctuation and ability to prepare detailed written reports and maintain complete and accurate files.

Ability to type with speed and accuracy.

Properly operate standard office equipment, such as computer, typewriter, copier, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively standard duties according department policies and procedures and state code, with priorities determined by supervisor. Errors in employee's work are usually prevented and detected through reports and with supervisory review, with undetected errors resulting in loss of time for correction.

III. PERSONAL RELATIONSHIPS:

Incumbent reports directly to the County Coroner.

IV. WORKING ENVIRONMENT:

Incumbent performs duties in both a modern office environment, involving sitting/standing for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing less than 25 pounds, close/far vision, speaking clearly, crouching/kneeling, bending at waist, and hearing sounds/communication

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Secretary for the LaPorte County Coroner describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name