



BOULDER COUNTY COLORADO
invites applications for the position of:

Assistant to the Coroner

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

SALARY

\$4,002.00 /Month

OPENING DATE: 09/19/16

CLOSING DATE: 10/02/16 11:59 PM

DESCRIPTION:

**Are you an experienced Executive Assistant?
Do you have experience working in a Coroner's Office?**

**Consider applying for the new Assistant to the Coroner
position with Boulder County!**

Boulder County's **Coroner's Office** is seeking an experienced individual to join our team as the new **Assistant to the Coroner**. This is a highly regarded position that performs a variety of complex administrative and lead clerical duties requiring a high degree of independent judgment. The individual in this role will work closely with Boulder County's Coroner, as well as provide support to the Chief Deputy Coroner. The Assistant to the Coroner will be responsible for a wide range of duties, including managing front office staff, assisting with bookkeeping and payroll processes, and playing a key role in on-boarding new employees.

The Coroner's Office is managed by an elected official. They investigate sudden and/or unattended deaths throughout Boulder County and work to provide the best in public service to families during what are often the most difficult of times.

This is a full-time, benefited position. The Assistant to the Coroner will work forty hours per week, Monday through Friday. This position is exempt based on the Fair Labor Standards Act (FLSA).

EXAMPLES OF DUTIES As the **Assistant to the Coroner**, you will:

- Assist the public, county departments, and outside agencies by explaining or interpreting office policies and procedures, as well as handling information requests
- Prepare correspondence, make appointments, and keep scheduling calendar for the Coroner and Chief Deputy Coroner
- Maintain files and compose correspondence of a confidential, sensitive nature
- Manage personnel files for office employees and generate personnel action notifications
- Use Kronos to update timecards for payroll, monitor salary budgets for office, and is responsible for payroll coordination for Coroner's Office
- Assist in preparation of annual budget requests, make recommendations, and monitor operating budgets throughout the year. Request budget adjustments as necessary
- Utilize IFAS to process accounts payable and accounts receivable, manage contracts and grants
- Be responsible for office management, including: monitoring and ordering office supplies, securing maintenance agreements for office machines, processing payment vouchers, purchasing orders, and inter-county requisitions.
- Act as a resource to office staff regarding personnel policies and matters
- Participate as a member of management team in recommending personnel, policy and procedural decisions and changes
- Act as the main point of contact for all new hires during on-boarding experience with Coroner's Office
- Train, supervise, and monitor the work of clerical employees, as assigned
- Create, monitor, and file mandated reports, including annual reports to outside agencies regarding statistics, case information, expenditures, or various funds
- Perform complex, technical, and confidential projects
- Represent Coroner's Office at meetings or on committees with other offices, department, or agencies
- Function as a technical resource for employees within the Coroner's Office regarding technology and other systems
- Prepare/ organize conferences, meetings, and hearings for the Coroner's Office

- Perform related work, as required

Please Note: The Assistant to the Coroner may be reassigned in an emergency situation.

REQUIRED QUALIFICATIONS

In order to be successful, the **Assistant to the Coroner** must have the following education, experience, and skills:

Education:

- A high school diploma, or equivalent.

Experience:

- Five years of clerical experience, including two years in a supervisory, administrative or lead/specialist capacity.
- Experience working within a Coroner's Office, and the possession of a notary public license, is preferred.

Additional related education may count towards the experience requirement.

Other Requirements:

- An applicant who is job-offered must pass a drug test and criminal background investigation prior to starting work.
- This position requires a valid driver's license, a good driving record, and current automobile insurance.

Our Ideal Candidate:

- possesses superior communication skills, both verbal and written;
- has the ability to remain composed under pressure, and deals tactfully with contentious situations;
- is comfortable dealing with adverse scenarios;
- presents professionalism with strong ethical standards and a commitment to lead by example;
- has experience supervising a team, and has high expectations for organization and follow-through;
- is mathematically-savvy;
- navigates difficult computer programs with ease.

SUPPLEMENTAL INFORMATION

Physical Requirements:

Primarily sedentary physical work requiring ability to lift a maximum of 40 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate

computer keyboard and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and members of the public.

From "Dictionary of Occupational Titles", U.S. Dept. of Labor:
Occasionally: activity or condition exists up to 1/3 of the time.
Frequently: activity or condition exists from 1/3 to 2/3 of the time.
Constantly: activity or condition exists 2/3 or more of the time.

Veterans are encouraged to apply for positions that match their skills, education, and experience

To learn more about Boulder County's Coroner, please visit:

<http://www.bouldercounty.org/dept/coroner/pages/default.aspx>

An application must be completed for each position. No resumes accepted in lieu of application. Apply on line at www.bouldercounty.org, by visiting Boulder County Human Resources at the Courthouse East Wing at 2025 14th Street, Boulder, or by faxing a completed application to 303-441-3494. All new employees and rehires will be required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

Deaf and hard of hearing assistance, call Relay Colorado 1-800-659-2656. Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.bouldercounty.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

2025 14th St.
Boulder, CO 80302
303-441-3525

jobs@bouldercounty.org

Job #1952

(AD3)

ASSISTANT

TO THE

CORONER

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Assistant to the Coroner Supplemental Questionnaire

* 1. Do you have a high school diploma, or equivalent (required)?

☐Yes ☐No

* 2. Do you have at least five years of clerical experience, including two years in a supervisory role (required)?

☐Yes ☐No

* 3. Do you have previous experience working in a Coroner's Office (preferred)?

☐Yes ☐No

* 4. Do you have a public notary license (preferred)?

☐Yes ☐No

* Required Question