

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**MANAGEMENT ASSISTANT - MEDICAL EXAMINER**

Spec. No. 2217

**BASIC FUNCTION**

Assists management team by performing a variety of technical and administrative duties to support the business operations of the department.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Receives and directs incoming calls and/or visitors, takes messages, determines needs, answers general questions, and furnishes information regarding established procedures, policies, services, and other information approved for release.
2. Assists with revisions or edits to policies and procedures for approval; identifies policy and procedure needs; researches current practices, county codes, state laws and the policies and practices of other governmental agencies; secures approvals and makes changes as necessary.
3. Assists in the preparation and administration of the annual budget; processes payables and receivables; processes payroll; prepares and administers grants and contracts; annual and quarterly work plan. Prepares performance and expenditure reports.
4. Acts as property custodian; responsible for the proper storage and release of personal property and evidence received from investigators and pathology, tracks and maintains chain of custody. Prepare all types of property for release, destruction, auction or transfer to the treasurer as per law. Performs or assists with routine audits of all items to ensure proper accountability. Reviews inventory records with the county auditor or treasurer as needed.
5. Maintains departmental records management system to provide effective retrieval of information for county staff and public. Assists with records retention schedule compliance. Coordinates retrieving, researching, reproducing and refiling of documents for county staff and in compliance with records requests made under RCW 68.50.105 and the Public Records Act.
6. Provides back-up assistance for release of decedents as needed.

**STATEMENT OF OTHER JOB DUTIES**

7. Performs related duties as required.

**MINIMUM QUALIFICATIONS**

An associate degree in related field such as accounting, business or public administration; AND three (3) years' experience in an increasingly responsible administrative support position that includes budget experience; OR any equivalent combination of training and/or experience

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**MANAGEMENT ASSISTANT - MEDICAL EXAMINER**

Spec. No. 2217

MINIMUM QUALIFICATIONS (Continued)

that provides the required knowledge and skill. Knowledge and experience in working for a Medical Examiner office is preferred. Must pass job related tests.

PREFERRED QUALIFICATIONS

Knowledge of and experience in working for a Medical Examiner office.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Statutes and codes pertaining to operation of Medical Examiner System;
- Research methods and techniques;
- Knowledge of Cayenta or other accounting system;
- Network administration, personal computers and software applications;
- General ledger, payables, receivables and payroll;
- Preparation and administration of grants and contracts;
- Rules of English grammar, spelling, punctuation and word usage;
- General office procedures and practices;
- Inventory and property control;
- Public disclosure and privacy laws;
- State laws and regulations regarding management of records
- Principles of accounting.

Ability to:

- Communicate effectively, both verbally and in writing, with a diverse client population including distraught individuals;
- Write clear and concise reports, memoranda, and letters and maintain accurate records;
- Plan and organize work, meet deadlines and manage several projects simultaneously;
- Ability to work with minimal supervision and exercise good judgment as to when to act independently and when to refer situations to higher authority;
- Establish and maintain effective working relationships with associates, management, subordinates level employees, representatives of other departments and agencies and the general public;
- Use personal computer to prepare written materials;
- Use word processing software.

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**MANAGEMENT ASSISTANT - MEDICAL EXAMINER**

Spec. No. 2217

**SUPERVISION**

The employee receives general supervision from the operations manager and/or designee. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

**WORKING CONDITIONS**

The work is performed in the usual office environment. Possible exposure to blood borne pathogens due to body fluids on evidence and exposure when releasing bodies to families.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2000  
Revised: January 2013  
EEO Category: 5 – Paraprofessionals  
Pay Grade: 236 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous