

**Whatcom County Medical Examiner's Office
Hunt Forensics, PLLC
1500 North State Street, Suite 200
Bellingham, Washington 98225**

**Phone: 360-738-4557
Fax: 360-922-7054**

Position Title: Part-Time Office Assistant

Department: Medical Examiner

Compensation: Dependent on Experience

Summary:

This position is for a part-time office assistant. The position provides administrative support and clerical duties for the Medical Examiner's Office. The position requires attention to detail, organizational skills, and the ability to prioritize duties and multi-task while balancing interruptions. Office assistant support experience along with proficiency in Microsoft Office software and Adobe Acrobat is preferred.

Must have eagerness to learn, ability to maintain confidentiality, have strong verbal and written communication skills and can discuss difficult and sensitive information with the public with professionalism, and empathy. Due to the nature of the Medical Examiner's Office work, the candidate must be able to maintain their composure, professionalism and emotional well-being while exposed to information that most find disturbing and traumatizing.

Essential Functions:

Answer phones, take messages

Provide administrative support for the management team

Prepare confidential and sensitive correspondence, responding to and processing all public inquiries, research data and information

Collect and distribute office mail.

Contacting and assisting funeral homes with body releases from the Medical Examiner's Office document all calls into case tracking system

Inventory all office and operational supplies

OTHER JOB FUNCTIONS

May be tasked with performing related duties. Related duties, as required, are duties that may not be specifically listed in the position description but are within the general occupational series and responsibility level typically associated with employee's classification of work.

QUALIFICATIONS:

Must be 21 years of age.

A high school diploma or GED equivalent supplemented by 1-2 years of experience performing clerical duties in the healthcare, funeral home, law enforcement, or similar office environment.

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Requires knowledge of:

Applicable State, local laws and standard practices related to the duties of the Medical Examiner's Office including judicial requirements regarding chain of custody for evidence collection, handling, and preservation.

Blood/air borne pathogens and universal precautions for personal safety.

Medical terminology and their abbreviations

Appropriate procedures for handling contaminated or infectious specimens or bodies.

Strong computer skills with ability to utilize Microsoft Office software, standard equipment including telephone, fax machine, copy machine, calculator, computer, and scanner.

Required Abilities:

Communicate using interpersonal skills to interact with co-workers, families of deceased, general [public, law enforcement, media, medical and social agencies to effectively exchange or convey information and to receive work direction.

Establish and maintain work relationships with staff, law enforcement and outside agencies the Medical Examiner's Office works in association with.

Read, analyze, and interpret general technical procedures and government regulations.

Utilize strong written and verbal communication skills

Maintain confidentiality and follow judicial codes of ethics

Manage multiple tasks simultaneously

Work effectively under stress

Work independently as well as with others in a cooperative manner

Exercise mature judgement, request assistance and react effectively in an emergency, unusual and or stressful situations.

Lift up to 75 pounds on a routine basis

Ability to drive with own vehicle

Communicate with strong customer service skills

Effectively and calmly handle all types of people and personalities

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HAZARDS:

May be exposed to inclement weather conditions, fumes, airborne particles, toxic or caustic chemicals.

May be exposed to blood borne pathogens and infectious diseases

Protective equipment will be issued to the employees and is required to be always with the employee for use.