

George Latimer
County Executive

Department of Human Resources
Mary Jennings Mahon
Commissioner



Department of Labs & Research
Aleksandar Milovanovic, M.D. DABP
Deputy Medical Examiner

OFFICE ASSISTANT (LABS & RESEARCH)
\$45,460 - \$55,390

The Westchester County Department of Laboratories and Research has an immediate opening for an Office Assistant (Labs & Research) at their Valhalla location. Under general supervision, the Office Assistant (L&R) performs advanced clerical and routine administrative support duties to ensure the efficient operation of the Office of the Medical Examiner, and is responsible for a wide range of clerical duties relating to case management tracking, compiling statistical information, medical transcription and operating word processing equipment used in the preparation of various medico-legal reports, documents and correspondences. The Office Assistant (L&R) performs medical secretarial work and related work as required. The successful candidate will demonstrate good knowledge of office procedures and practices for an office dealing with people in crisis, will be exposed to highly confidential information and will need to demonstrate good judgement and emotional maturity. This is a competitive Civil Service position.

Scope of Work (for illustrative purposes):

- Maintains and assembles case files for the Office of the Medical Examiner, recording all pertinent information on Medical Examiner's cases
- Compiles statistical information from reports and records for the Medical Examiner's Office and various State and County agencies
- Prepares and types various medico-legal reports, documents and correspondence
- Maintains accurate and complete records and files
- Opens and screens all mail
- Answers and screens inquiries regarding cases of the Medical Examiner

Applicants must possess a high school or equivalency diploma and 3 years* of experience where the primary function of the position was the performance of general office/clerical work, including one year of experience in a medical or clinical setting. **Candidates will be tested for typing proficiency.** A keyboarding rate of no less than 35 words per minute is required. *SUBSTITUTION: Satisfactory completion of 30 college credits may be substituted on a year-for-year basis up to two years of the general experience.

In addition to a competitive salary, our compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

Submit resumes and cover letter with salary requirements to: pss3@westchestergov.com

Important: Please indicate **Office Assistant (Labs & Research)** in the subject line of your e-mail.

Westchester County is an equal opportunity employer