



Notice of Vacancy

Part Time Coroner Clerk

Grade – III Pay Range \$10.57 - \$15.11 10 Hours Per Week

No Benefits are available for this position.

Division	Department	Location
	Coroner	Dale County Commission
Reports To		
Coroner		

Job Summary

Maintains all Coroner records of deceased and records of extraditions and transports.
Performs administrative and clerk duties as required.

Duties and Responsibilities

Enters deceased record data into the computer terminal. Prepares and types various reports, records, requisitions, and correspondence.

Reconciles bank statements and handles confidential information.

Assists with reception and referral duties.

Maintains journal and ledger for Coroner and maintains budgetary expenditures records.

Assists in maintaining the security of the Coroner's office.

Other duties deemed necessary by the Coroner.

Statements included in this description are intended to reflect general duties and responsibilities. A detailed job description is available at the Commission Office. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C, Ozark, AL 36360 or visit our website employment@dalecountyal.gov.

Dale County is an Equal Opportunity employer.

As a condition of employment the Dale County Commission will require a satisfactory drug screen.

Deadline for accepting applications is March 26, 2025.