



WESTON COUNTY, WYOMING

Job Description

Job Title:	Deputy Coroner
Department:	Weston County Coroner's Office
Reports To:	Coroner
FLSA Status:	Exempt
Prepared Date:	January 2011

SUMMARY: Conducts investigation of deaths occurring within jurisdiction as required by law by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Makes pronouncement of death and takes custody of the body.
- Investigates circumstances of death to determine cause and fix responsibility for accidental, violent, or unexplained death.
- Makes positive identification of deceased; identifies and notifies next of kin.
- Testifies at inquests, hearings, and court trials.
- Confers with officials of public health and law enforcement agencies to coordinate interdepartmental activities.
- Coordinates activities for disposition of unclaimed corpse and personal effects of deceased.
- Completes reports and files death certificates.
- Assists the Coroner in office management responsibilities.

Supervisory Responsibilities: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers and the general public.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.