



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.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

SPECIALIZED SKILLS: Medical and legal training with knowledge in criminal investigation, law enforcement and health and human services. Office management skills to include accounting practices, human resources, and administration. Experience in public relations and communications. Basic office computer skills with specialized experience in database manipulation.

CERTIFICATES, LICENSES, REGISTRATIONS: Death investigation certification and continuing education required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

TRAVEL: Individual required to travel a considerable amount of the time throughout the county.

SPECIAL EQUIPMENT: Protective safety equipment associated with medical examinations is required.