

Department: Coroner

Closing Date: Open until filled

Posting Title: Deputy Coroner

Part-Time Wages: Calls of service are \$ 20.00 an hour for a minimum of 4 hours

General Summary

Performs investigations and collects evidence relating to “sudden deaths” which refers to a death in which a physician has not been in attendance of the deceased or a death under questionable, unknown circumstances; determines identity of the deceased; identifies next of kin and notifies them of the death; assists families in resolving concerns relating to the death; and performs related duties as required.

Essential Functions

- Responds to calls for service relating to sudden and unexplained deaths;
- Confers with police, doctors, hospital staff, families of the deceased, insurance investigators, attorneys and funeral homes;
- Examines the scene to search for evidence to determine the identity of the deceased, cause and manner of death;
- Gathers, preserves and stores evidence while maintaining the integrity of the evidence through proper collection, handling, security, and chain of custody.
- Conducts scene investigations in cases involving possible homicide or suicide;
- Photographs and document the scene and deceased individual(s);
- Collects samples of bodily fluids from the deceased individual(s) and submits them to the appropriate agency for testing;
- Takes responsibility for the personal property of decedents who have no known relative, next of kin or heir;
- Works with the Owyhee County Treasurer’s department to assist with decedent property dispositions;
- Schedules and attends autopsies to supply the medical examiner with facts and information relating to the case;
- Attends inquests and court proceedings to provide relevant testimony;
- Contacts next of kin and notifies them of the death;
- Aids and comfort to family members of the deceased;
- Keeps Coroner informed regarding the status of cases; and
- Prepares written reports on cases listing pertinent case facts in manner, cause of death and bodily examination.

Secondary Functions

- Gives necessary assistance to “reaction” cases and provides protection to the residual estate;
- Perform other related functions as required.

OTHER REQUIREMENTS:

- Deputy Coroners are required to carry a cellular phone, answer calls and respond to call-outs;
- Must possess and maintain a valid Idaho driver’s license;
- They will provide and maintain a personal vehicle so they may respond to calls for service;
- Must pass a criminal background check.

Specifications

- High school diploma or equivalent required.
- Must be at least 21 years of age
- Must successfully complete a background check with no criminal history record
- Must live in Owyhee County, Idaho
- Knowledge of human anatomy and physiology;
- Knowledge of medical terminology;
- Knowledge of computers, Microsoft Word, Excel and internet programs;
- Skill in providing comfort and assistance to people grieving the loss of family or friends;
- Skill in communicating in a clear and concise way in stressful situations;
- Skill in both written and oral communication;
- Ability to not only witness, but manage death scenes in order to observe and document details;
- Ability to remember large amounts of information in a high stress environment;
- Ability to analyze difficult investigatory problems, adopt effective course of action and draw appropriate conclusions;
- Ability to use photographic equipment;
- Ability to establish and maintain effective working relationships with law enforcement, funeral homes, emergency personnel, hospital staff, members of the public, co-workers, managers and other agency staff.

Working Conditions

- The deputy coroner will investigate deaths in locations throughout Owyhee County under various weather conditions, various terrains which may include steep, rocky and uneven surfaces.
- The deputy coroner must have sufficient physical ability to handle, load and transport deceased individuals from the scene to the funeral home.