



**SANDERS COUNTY
VACANCY ANNOUNCEMENT
October 30, 2017**

Position: Deputy Coroner
Part time Position, As Needed/On Call

Department: Coroner

Salary: Starting at \$12.00, Depending on Certifications and Experience

Closing Date: 4:00 PM Wednesday, November 15, 2017

Applicants: Please apply at Sanders County Job Services.

Note: Candidates who live in the Hot Springs, Dixon areas are preferred.

Part time Position, As Needed/On Call.

All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

Job Summary: The Deputy Coroner, under direction of the Coroner, performs examinations of deceased persons.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Performs examinations of deceased persons.
- Conducts preliminary examinations of deceased persons; locates signs of trauma; identifies factors that would indicate time of death; inquiries into the cause, manner, and circumstances of human deaths; establishes the identities of deceased persons.
- Complete death certificates; observes, records, and preserves objects and personal property related to deaths, including but not limited to medication containers and suicide notes; notifies next of kin; provides notice of human deaths to county attorney and law enforcement agencies.
- Completes reports and forms required to finalize cases; provides information concerning the circumstances of death to relatives; inventories personal effects recovered from bodies, including but not limited to jewelry or wallets.
- Coordinates the release of personal effects to authorized persons; removes or supervises removal of bodies from death scenes; facilitates the disposition of unclaimed corpses and personal effects; testifies at inquests, hearings, and court trials; performs other duties as assigned.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable.
- Must be able to access off-site locations in various weather conditions. This position requires the ability to bend at the waist, kneel, reach over the head, talk, hear, and see.
- Must be able to move or lift documents and materials weighing up to 50 pounds.
- Position requires knowledge and use of typical office equipment (copy machines, telephone, and computer), evidence collection kits, and cameras.
- This position requires frequent contact with fellow employees and citizens.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

- Knowledge of Montana Code Annotated related to duties and responsibilities of Coroner, Coroner's Office procedures; County policies and procedures; crime scene protocols; medications, firearms; record-keeping associated with storing and safeguarding evidence.
- Knowledge of policies, procedures and protocols for maintaining evidence; basic law enforcement terminology; administrative and clerical procedures and systems.
- Ability to use physical and chemical methods to process evidence according to prescribed standards; apply rules, regulations, and policies according to applicable standards.
- Operate computer hardware and related software, including word processing; use photographic equipment according to prescribed standards; use office equipment; apply rules, regulations, and policies according to office standards.
- Generate written reports according to prescribed standards; maintain accurate and timely records according to prescribed standards; maintain detailed logs and records; combine pieces of information to form general rules or conclusions; arrange assignments and activities according to a specific rule or set of rules; read and understand information and ideas presented in writing.
- Effectively communicate in oral and written form; establish effective working relationships with fellow employees, supervisors, and citizens; maintain accurate records, inventories, files and indexes.
- May be required to work long and irregular hours including weekends as assigned. Possess a strong ability to maintain professionalism with disgruntled customers, vendors and employees.

Education and Experience:

The knowledge, skills and abilities for this position are acquired through a combination of education and experience equivalent to graduation from high school. Successful applicant must attend Coroner Basic Course within six (6) months of appointment.