MONTOUR COUNTY
Job Description

Job Title: Deputy Coroner
Department: Coroner
Reports to: Coroner/Chief Deputy Coroner
FSLA: Exempt
Prepared Date: February 2022

SUMMARY: Responds to requests for death investigations from law enforcement, 911 center, medical personnel, funeral directors, and general public. Provides education when requested. Maintains a positive working environment under stressful situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following with other duties assigned as needed.

Investigates any suspicious and sudden deaths by conducting interviews, scene investigations, witness statements and obtaining evidence.
Reviews cases with the Coroner/Chief Coroner on direction being taken on a case and alerting to any problems.
Takes photos of the scene for evidence.
Completes all paperwork required by law on deaths.
Prepares and issues death certificates to the Commonwealth of Pennsylvania, Coroner's Office, Funeral Directors, Insurance Companies, Family, etc.
Prepares a report for the Pennsylvania Department of Transportation on highway deaths.
Assists the District Attorney's Office, Pennsylvania State Police, and local police on investigations.
Attends training sessions such as "The Pennsylvania Coroners" continuing education programs for continued training in the coroner's field as required by law.
Files and retains records of pertinent information regarding deaths of suspicious nature.
Arranges release of bodies to funeral homes.
Notifies families of death of a family member.
Obtains blood, urine and nitrous samples or other procedures to determine cause and manner of death.
Orders and attends autopsies to gather evidence.
Responds to calls received from the Emergency operations Center on a 24-hour basis.
Attends court hearings to testify about investigative fundings.

Answers questions from the District Attorney's Office, law enforcement agencies of family members pertaining to a case.
Gives permission to proceed with organ donations.
Participate in public awareness programs.
Performs other related duties that may be required or authorized by the Coroner of Chief Deputy Coroner.

Education and/or Experience

Thorough knowledge of investigative techniques and skills. Must be familiar with Criminal, Civil and motor vehicle investigations. Must possess knowledge of rules of evidence and crime/death scene preservation. Must possess knowledge of the collection and preservation of evidence as it pertains to a criminal death investigation.
Must have the ability to work with families during time of personal tragedy. Must have the ability to establish and maintain effective working relationships with co-workers, associates, law enforcement investigative agencies and other County Offices.
Must have the ability to establish and maintain effective working relationships with Emergency Medical, Fire and Rescue Personnel with whom this Office comes into contact. Must have skills in Medicolegal and crime scene photography. Must have the knowledge and skills in the methods of identifying bodies otherwise unrecognizable or decomposed.

Education equivalent to a high school diploma and equivalent combination of acceptable training and experience, which provides the knowledge, skills, and the abilities, cited above.

Must possess and maintain a valid motor vehicle license, issued by the Commonwealth of Pennsylvania.
Previous medical background extremely recommended.
Previous investigative experience preferred.
Previous supervisory experience required.
Must attend, complete, and pass the Pennsylvania Coroner's Education Board Basic Education Course, held at the Pennsylvania State Police Academy, Commonwealth of Pennsylvania mandated education course. Must attain required continuing education requirements annually.
Must pass a criminal history background check. Must pass all background checks including checks to work with children.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret multiple sources of information. Required and responds to inquiries, requests, complaints.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING SKILLS:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to analyze and solve problems and prepare maps/graphics using sound cartographic principles.

PHYSICAL DEMANDS:
Utilizing computers and photography equipment required. While moving deceased remains, may bend, stoop, crawl, lift up to 75 lbs. Clear vision required.

WORK ENVIRONMENT:
Work is generally performed in all types of environments. Ability to function and work in all types of weather and scene extremes required.