

**Beaver County, Pennsylvania**  
**CLASS DESCRIPTION**

**POSITION TITLE: Deputy Coroner**  
**DEPARTMENT (S): Coroner**

**GENERAL DESCRIPTION OF DUTIES**

Duties include but are not limited to (under general supervision):

Requires the ability to determine the identity of decedents coming under the jurisdiction of the office of Coroner. May be required to attend (if requested) autopsies. Must be able to work with law enforcement agencies, doctors, and all others regarding potential Coroner cases. Will conduct interviews with potential witnesses, and obtain any necessary medical records in order to determine circumstances surrounding the case. Will arrange for transportation of the deceased, as well as notifying the next of kin when death has occurred. Will prepare death investigation reports for review by the Coroner, and accurately provide for release of Coroner's information as allowed by law.

**MINIMUM TRAINING AND EXPERIENCE**

On the job training will be provided. A 45 hour course after hire will be required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Pennsylvania Driver's License. Skills aptitude test will be given by the County. An individual must complete all tasks successfully and answer correctly 80% of the questions. Once hired, must complete the PA Coroner's Basic Education Course and pass the exam. You will be required to complete continuing education credits every year thereafter.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to assemble, copy, record, transcribe, collate, file, post data and/or information according to a prescribed schema or plan.

**Human Interaction:** Requires the ability to explain, demonstrate, show, help, orient, clarify within well established policies, procedures, and standards. Must be able to work individually as well as with others, and have a good rapport with departments, physicians, emergency services, law enforcement, funeral homes, and others.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division

**Functional Reasoning:** Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgement.

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

**Physical Ability:** Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing on a ladder and performing duties

### **Maintenance Unskilled M3**

at various heights, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and /or pulling of objects and materials of moderate weight 200+pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Must be able to deal with all types of extreme crime scenes (blood and other bodily fluids).

**Environmental Factors:** Tasks are regularly performed with mild exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. Involves indoor and outdoor work in all weather conditions.

**Attendance:** Will be on call 24/7, 365 days a year other than scheduled time off.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.