

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED BEGINNING  
JANUARY 13, 2023 OR UNTIL THE POSITION IS FILLED.**

**On-line at: <https://www.co.wayne.in.us/web/jobs/index.php>**

**JOB TITLE: Deputy Coroner  
Four (4) Vacancies**

**Date Posted: January 13, 2023  
Department: Coroner  
Hours: As needed  
Salary: \$7,743.00 annually**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as the Deputy for the Coroner's Office, responsible for determining the cause and manner of death on a human body.

## **DUTIES:**

Investigates deaths according to applicable state and local rules, regulations, and guidelines, including observing, photographing, and documenting scene of death, and examining, photographing, and documenting body.

Interviews witnesses and/or relatives of decedent, verifying medical history. Consults with various agencies as appropriate, including Sheriff, municipal police departments, fire departments, Indiana State Police, and emergency medical services.

Determines need for specimen draw or autopsy and witnesses autopsies as needed.

Completes investigatory documents and reports as required, such as lab requests, Coroner's verdict, investigation reports, and fatal accident reports. Maintains related case files.

Renders/certifies cause and manner of death and provides documentation to agencies and individuals as requested. Determines next of kin and provides personal notification of casualty as needed. Secures personal possessions of decedent and releases to appropriate individual.

Performs duties of Coroner in his/her absence.

Periodically provides information regarding investigations to media and makes depositions.  
Serves on 24-hour call for emergencies.

Testifies in court as required.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

High school diploma or GED and possession of or ability to obtain State of Indiana certification from the Coroner's Training Board.

Thorough knowledge of and ability to make practical application of state and local rules and regulations regarding duties and authority of coroners.

Working knowledge of and ability to make practical application of various related fields of science, such as pathology, forensics, anatomy, and criminal investigation.

Ability to properly secure death scene, body, collected evidence, and personal property of decedent.

Working knowledge of standard English grammar, spelling, and pronunciation and the ability to complete detailed reports within department deadlines.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, State Police, IU Forensic Pathology, Reid Hospital, doctors, news media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including typewriter, calculator, camera, syringes, and blood tubes.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to analyze, diagnose, and investigate deaths.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work under time pressure and on several tasks at the same time.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to write and edit reports and provide information to the public as needed.

Ability to apply knowledge of people and locations.

Ability to count and make simple arithmetic additions and subtractions.

Ability to respond to emergencies from an off-duty status.

Ability to testify in legal proceedings/court as required.

Ability to occasionally travel out of town for autopsies, but not overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs duties which are broad in scope involving several variables and considerations. Incumbent follows standard operating procedures or policies and procedural manuals. Incumbent's work is periodically reviewed for compliance with department policies and legal requirements.

## **III. RESPONSIBILITY:**

Incumbent applies County policies and procedures to individual cases and must have supervisor's permission to deviate from standard operating procedures. Incumbent's assignments and objectives are set jointly by supervisor and incumbent. Decisions are always determined by specific instructions or existing, well-established policies and procedures.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, State Police, IU Forensic Pathology, Reid Hospital, doctors, news media, and the public for the purposes of exchanging information and ideas and/or explaining and interpreting policies and procedures.

Incumbent reports directly to the Coroner.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a variety of locations, including a vehicle, outdoors/field, and/or hospital/medical setting. Duties involve working in extreme hot or cold conditions, wearing protective clothing or equipment, lifting/carrying/pushing/pulling objects weighing between 25 and 50 pounds, crouching/kneeling, bending at waist, reaching, close and far vision, color, and depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be exposed to fumes, odors, dust, dirt, noise, and confined spaces.

Incumbent is occasionally required to travel out of town for autopsies, but not overnight.

**VI. OTHER**

Deputy Coroner position is a political appointive position of the Coroner. Specific job duties and job requirements are established at the discretion of the Coroner. A person appointed to the Deputy Coroner position serves at the pleasure of the Coroner and may be terminated by the Coroner at any time.

Apply on-line at: [www.co.wayne.in.us](http://www.co.wayne.in.us)

or in person at:

**Wayne County Government  
Human Resources Dept.  
401 E. Main Street  
Richmond, IN 47374**

**Wayne County Government**

**Is an**

**Equal Opportunity Employer**