



**COUNTY OF TEHAMA**  
invites applications for the position of:

**Deputy Coroner I/II**

**SALARY:** See Position Description

**OPENING DATE:** 03/01/23

**CLOSING DATE:** 03/25/23 05:00 PM

**DESCRIPTION:**



**SALARY**  
**(A-E Steps)**

**Deputy Coroner I:**

\$24.85 - \$30.21 Hourly / \$1,988.00 - \$2,416.80 Biweekly

**Deputy Coroner II:**

\$27.43 - \$33.35 Hourly / \$2,194.40 - \$2,668.00 Biweekly



**DESCRIPTION:**

Under the direction of the Sheriff/Coroner or designee, investigates routine deaths within jurisdiction of the department; locates and secures personal property and assists in administration of estates as assigned.

**Deputy Coroner I** -This is the entry level position in the Deputy Coroner series. Incumbent is more closely supervised in performance of duties and services the less complicated Coroner cases. This position is distinguished from the Deputy Coroner II in that the latter is involved in more complex and serious cases such as homicides and may also provide training to lower level position.

**Deputy Coroner II** -This is the journey level position in the Deputy Coroner series. While both positions participate in similar duties, employee must be able to perform the more complex duties involved in this work as well as work more independently and have the ability to make independent decisions before being placed in the higher level. Incumbent in this position may also be called upon to train employees placed in lower level Deputy Coroner I position.

## **EXAMPLES OF DUTIES:**

### **EXAMPLE OF DUTIES:**

Conducts timely investigations of routine Coroner cases as appropriate within department jurisdiction. Visits death scenes in local and remote areas of the County; photographs death scenes for evidence and examination; removes remains from place of death. Examines remains and secures physical evidence; assists pathologists with autopsies; arranges for the testing and safe transportation of toxicology samples; gathers and reviews information from physicians, witnesses, medical records and other sources; determines the mode and manner of death and prepares death certificates and related reports. Inventories and secures property of decedent; releases remains to appropriate representative. Determines name and address of next-of-kin and makes appropriate notifications. Cleans morgue facility and equipment. Consults with the news media regarding cases as needed. Cooperates with law enforcement personnel in criminal cases; testifies in court as necessary regarding assigned cases. Performs various administrative/office duties as necessary, including answering the telephone, preparing routine reports, preparing billing invoices, copying and filing documents, etc. Performs related work as required.

### **KNOWLEDGE OF:**

Basic toxicology, physiology, human anatomy, medical terminology, standard abbreviations and basic pathology of death; procedures involved in assisting a physician/pathologist in post-mortem examinations; techniques involved in the handling and examination of bodies for trace evidence; hygienic methods and practices as applicable; interview techniques; various health and safety codes, government and penal codes as they pertain to the function of the Coroner; applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures; modern office practices, methods and computer equipment/applications; record keeping principles and procedures; techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

### **ABILITY TO:**

Work under unpleasant or stressful conditions such as in the presence of dead bodies, under police and news media scrutiny, and with emotionally distraught family and friends of the decedent; handle human remains; perform postmortem external examinations and obtain tissue and fluid samples from bodies; compose accurate, comprehensive, and objective reports; testify in court; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines; operate modern office equipment including computer equipment and specialized software applications programs; assemble and analyze information and prepare written reports in a clear and concise manner; make accurate arithmetic, financial and statistical computations.

Click on the position below to view the full classification specification.

[Deputy Coroner I](#) | [Deputy Coroner II](#)

## **EDUCATION, EXPERIENCE & LICENSES:**

### **EDUCATION & EXPERIENCE:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of twelfth (12th) grade.

**Deputy Coroner I-** One (1) year of experience in coroner, medical or other related field is preferred. Requires the ability to obtain a Peace Officers' Standards and Training (POST) approved Coroner's Death Investigation certification within one (1) year of employment.

**Deputy Coroner II-** Requires two (2) years of experience in coroner, medical, or other related field. Requires the ability to obtain a Peace Officers' Standards and Training (POST) approved Coroner's Death Investigation certification within six (6) months of employment.

*Additional education may be substituted for experience for both positions*

**LICENSE & SPECIAL REQUIREMENTS:**

- Requires a valid California driver's license
- Must be able to pass an extensive background investigation prior to employment.

**PHYSICAL REQUIREMENTS:**

- Frequently is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls
- Stoop, kneel, crouch, or crawl; occasionally required to stand, reach with hands and arms, climb or balance, and smell
- Frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.
- Walk and carry dead weight on rough and/or uneven terrain and move/lift dead persons
- Operate assigned equipment and vehicles; to perform semi-skilled repetitive movements such as data entry
- Maintain effective audio-visual discrimination and perception required for making observations and communicating with others
- Work long hours as scheduled.

**WORKING CONDITIONS:**

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration. Death investigations on the scene can be done in adverse weather conditions and can be anywhere, e.g., in a well or cave, in water, in a tree, on or under heavy equipment or other locations. Every effort is made to make the death scene as safe as possible by emergency response personnel. Equipment and protective clothing are used to prevent exposure to diseases. The noise level in the work environment is usually moderate.

**RECRUITMENT INFORMATION:**

**The department is currently recruiting to fill one (1) vacancy.**

In addition, Tehama County is establishing an eligibility list to fill future vacancies for a Deputy Coroner I/II, as well as subsequent vacancies which occur during the life of the eligibility list.

Please upload ALL required documents when applying such as, copies of all required degrees and/or certifications as outlined in the job description. Incomplete applications will not be considered.

**The following items MUST be submitted with applications for this position:**

- Cover Letter (A resume is NOT considered a cover letter)**
- Completed Application**
- Resume**

For questions about this recruitment contact:

**Karie Songer-Simons**  
**(530) 529-7950 | [ksimons@tehamaso.org](mailto:ksimons@tehamaso.org)**



*All offers of employment are contingent upon successful completion of background, fingerprinting, drug test (including marijuana) and physical examination provided by the County.*

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT /  
VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

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Position #2023-P1033  
DEPUTY CORONER I/II  
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[jobs@co.tehama.ca.us](mailto:jobs@co.tehama.ca.us)

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