

**CORONER OF WILL COUNTY, ILLINOIS**

**VACANCY NOTICE – JANUARY 20, 2017**



**JOB TITLE:** **Deputy Coroner - Full Time**

**DUTIES & BACKGROUND:**

- 24 hour on call shifts with some overtime opportunity; rotating call schedule to include nights, weekends & holidays
- Respond to death scenes with principal function to investigate deaths to include natural causes, violent, suspicious, unexpected and unexplained, and others as described by law
- Working skill in handling dead bodies – examination, moving, transporting – often in undesirable circumstances
- Make notifications to next-of-kin and family
- Assist at autopsies to include collection of specimens for processing, organ documentation and photography
- Work closely with other investigating agencies, physicians, other medical personnel, and funeral directors
- Complete detailed investigative reports and enter into case management system
- Able to work under stressful situations (ie: adverse weather, unfavorable odors, highly emotional situations)
- Perform other duties as assigned by the Coroner through the chain of command

**SPECIAL/MINIMUM REQUIREMENTS:**

- Prior experience as a medico-legal death investigator strongly preferred; medical background desirable
- Minimum Associate's degree in related field required or verifiable prior experience in related field of death investigation will be considered
- Ability to demonstrate discretion, tact and diplomacy with general public
- Ability to handle sensitive and confidential information
- Must be able to perform the essential physical functions of the position
- Flexible schedule with ability to work overtime as required
- Valid Illinois driver's license and valid car insurance required
- Will County residency will be required

**STARTING SALARY:** Annual Salary - \$44,740 - Deputy Coroner Step 1  
Collective Bargaining Agreement - County of Will Executive Branch & AFSCME Local 1028

**DEPARTMENT:** Will County Coroner's Office, 158 N. Scott Street, Joliet, IL 60432

**APPLY TO:** Kevin Stevenson, Chief Deputy Coroner  
158 N. Scott Street, Joliet, IL 60432

**APPLY BY:** February 3, 2017 by 4:30 p.m.

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***All applicants are subject to a criminal background check, post-offer/pre-employment drug test and physical.***

Completed Will County Employment Application and Resume may be submitted by mail, fax or hand delivered. Only interviewed candidates will be notified of the selection process.