

CORONER OF WILL COUNTY, ILLINOIS



JOB POSTING – DECEMBER 1, 2017

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

DUTIES & BACKGROUND:

- 24 hour on call shifts; 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
- ABMDI Certification 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 (FY 2017) - 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: December 11, 2017 by 4:30 p.m.

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.