



**BOULDER COUNTY COLORADO**  
**invites applications for the position of:**  
**Admin Coroner Technician**

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

**SALARY**

Hourly  
\$20.00

**OPENING DATE:** 08/16/22

**CLOSING DATE:** 09/05/22 11:59 PM

**DESCRIPTION:**



The Boulder County Coroner's Office is seeking to hire an **Admin Coroner Technician**. The Coroner Technician is responsible for the day-to-day assistance to the Admin and Operations departments. This position performs a variety of complex administrative and operational support duties requiring independent judgment of a non-routine, confidential and complex nature in support of the Boulder County Coroner's Office.

**Complexity/Responsibility:**

Work is characterized by assisting the Admin and Operations Departments in the administrative and operational duties of the office. This position will be performing routine, non-routine, confidential and complex tasks unique to the Coroner's Office requiring a familiarity with office operations and a moderate degree of independent judgment. This individual must pay strict attention to detail, be able to multi-task, and take initiative. Work involves a variety of sensitive and highly confidential material. The ideal candidate is organized, self-motivated, adaptable, detail oriented, passionate, highly-efficient and able to work under heightened emotional situations and unpleasant conditions while maintaining a positive and professional attitude.

**Scope of Interpersonal Contacts:**

The Coroner Technician is a representative of the Coroner's Office and is involved in a myriad of interpersonal contacts. Such contacts require a high degree of interpersonal and communication skills, professionalism, tact, discretion, etiquette, and good judgment. Contacts may include but are not limited to: Boulder County personnel, Vendors, Customers, law enforcement personnel, mortuary staff, medical staff, and family and friends of a decedent.

This is a **hourly, non-benefited** position. Work hours are typically **30 hours per week** but may shift based on business needs and total hours will not exceed 1560 hours per fiscal year. This position will work out of the Boulder County Coroner's Office located at **5610 Flatiron Parkway** Boulder, Colorado. Under Fair Labor Standards Act (FLSA) guidelines, this position is **non-exempt** (eligible for overtime).

**Boulder County requires its employees to reside in the state of Colorado as of the first day of work.**

**Hiring Salary Range:** \$20.00 Hourly

## **EXAMPLES OF DUTIES**

The following duty statements are illustrative of the essential functions of the job and do not include all duties that may be required. The Boulder County Coroner reserves the right to modify or change the duties or essential functions of the job at any time.

### **While working under the direct supervision of the Administrative Deputy Coroner:**

1. Responsible for assisting with general telephone reception duties for the Coroner's Office. This includes but is not limited to:
  - Assisting the public in person and on the phone by answering phones and providing information that requires some interpretation of policies and regulations
  - Screen telephone calls and determining the proper routing of calls, message taking, providing directions, and paging/calling individuals as needed
  - Accurately perform a wide variety of general clerical work
2. Assists the office in administrative and operational support functions
3. Performs special projects of complex administrative, technical or confidential nature
4. Assists in preparing the Annual Report and other comprehensive reports and other statistical data utilized for tracking purposes as requested
5. Develops and maintains efficient filing systems
6. Maintains, reviews and verifies routine or specialized reports and records
7. Schedules appointments, arranges meetings and maintains calendars
8. Performs accounting duties to include accounts payable, accounts receivable, financial reporting related to general ledger, payroll, budget, expenses, etc., management of grant funding, assists with budget planning and tracking
9. Sorts and routes mail
10. Assists in the preparation of and organizes rooms and materials for conferences, meetings or hearings
11. Maintains office supply inventory and orders supplies when needed
12. Operates office equipment such as personal computer, calculator, photocopier, typewriter, scanner and other related equipment
13. Uses computer software to type and edit correspondence, reports, memos, forms and other items requiring some original composition
14. Performs assignments using specialized computer applications
15. Accurately perform a wide variety of general clerical work

16. Screen telephone calls and forward to appropriate party
17. Helps maintain and clean common office areas
18. Performs other duties as assigned
19. May be reassigned in case of emergency.

**Additional Duties:**

1. Required to use various standard and specialized computer systems and software applications to perform assignments
2. Operates office equipment such as personal computer, calculator, photocopier, typewriter, scanner and other related equipment
3. Uses computer software to type and edit correspondence, reports, memos, forms and other items requiring some original composition
4. Required to maintain multiple uniform and efficient filing systems involving various forms of sensitive case related documentation
5. Required to perform and apply the policy and procedures within the Coroner's Office pertaining to records control and management
6. Required to apply and administer specific statutory dissemination requirements, in accordance with state law and office policies and procedures
7. Must be able to adapt to varying everyday situations with the public and other governmental agencies
8. Schedules appointments arranges meetings and maintains calendars
9. Represents the office in meetings
10. Provide specific information on the responsibilities of the Coroner's Office
11. Helps maintain and clean common office areas
12. May be reassigned in case of emergencies such as: pandemics, floods, forest fires and expanded criminal activity
13. Assist with report review for accuracy
14. Helps manage clerical organization during mass fatalities disasters

**Other Job-Related Duties:**

1. Develop and maintain working relationships with various law enforcement agencies, other local, state and federal agencies and mortuaries
2. Problem solves situations, which may develop, based on experience and policies of the Coroner's Office. This includes but is not limited to next of kin issues, employee issues, autopsy scheduling, agency complaints, and office equipment outages.

**REQUIRED  
QUALIFICATIONS**

**PLEASE NOTE:** When submitting your application be sure to include all relevant education and experience, as applications are screened based on the qualifications listed in this position announcement. Applications that do not appear to meet minimum qualifications, as outlined below, will not be considered. Resumes are not accepted in lieu of completed applications.

**Please be aware that your cover letter and resume will not be accessed in the initial screening process, so you must complete your application and supplemental questions with as much detail as possible. Any personally identifiable information (PII) such as name and address will be redacted from applications that meet the minimum screening requirements and are forwarded to the hiring manager. If the hiring manager selects you to advance in the hiring process, your cover letter and resume will then be accessible to the hiring team.**

**EDUCATION & EXPERIENCE:**

Boulder County is looking for well qualified candidates to fill our positions. Any combination of relevant education and experience is encouraged. In this position, we are looking for a minimum of a high school diploma or equivalent and **2 years of clerical experience**. Additional related education

may count towards required experience.

**BACKGROUND CHECK:**

- A job offer is contingent on passing a criminal background investigation

**DRIVER'S LICENSE:**

- Applicants must have a valid driver's license and be eligible to drive a county vehicle based on driving history.

**COVER LETTER & RESUME:**

- All applicants are required to attach a cover letter and resume for this position

**SPECIAL REQUIREMENTS:**

- Must be at least 18 years of age or older.
- Must pass a drug screen and subject to random drug testing.
- Must pass a polygraph examination.
- Must pass a pre-employment psychological screening.
- Must be able to work days, nights, weekends, holidays and maintain on-call availability.
- Must have a less than 45-minute commute from your residence to the office, and reliable cell phone coverage from that location.
- Must have reliable method of transportation.
- May be required to work special hours on short notice.

**SUPPLEMENTAL  
INFORMATION****PREFERRED QUALIFICATIONS:**

- Bilingual in English and Spanish

**KNOWLEDGE, SKILLS, & ABILITIES:**

- English usage, spelling, grammar and punctuation.
- Knowledge of Death Certificate Processes.
- Knowledge of Coroner Policy and Procedures.
- Knowledge of County Policy and Procedures.
- Knowledge of Colorado Revised Statutes for Coroner.
- Knowledge of office operations, modern office procedures and practices including proper telephone etiquette.
- Skilled to work effectively with other employees, agencies and the public.
- Skilled to professionally and effectively engage in difficult conversations.
- Skilled in Interviewing and conflict resolution.
- Skilled in formal report writing, business letter writing and basic document preparation.
- Skilled to research, analyze and summarize data.
- Ability to operate computer programs such as Microsoft Office, to include Microsoft Word, Access Database, Excel, Power Point and other software applications.
- Ability to use modern office equipment including computer equipment.
- Ability in record keeping and filing techniques.
- Ability to work independently, with minimal supervision.
- Ability to maintain a professional appearance and demeanor.
- Ability to perform varied clerical tasks, under pressure of time and heavy workloads.
- Ability to properly use the English language: reading, writing, speaking and spelling.
- Ability to deal with information that is of confidential and/or unpleasant nature.

- Ability to learn and retain knowledge of varied and complex policies and procedures.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other agencies and the public.
- Ability to work alone or independently during each shift.
- Ability to follow written and/or verbal instructions.
- Ability to make independent decisions and apply common sense in day-to-day work applications.
- Ability to use basic applicable work place mathematics, in relationship to statistical reports and control of money.
- Typing speed of 40 words per minute minimum.

#### **PHYSICAL REQUIREMENTS:**

Physical work varies from sedentary to requiring ability to lift over 100 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate computer keyboard and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and members of the public.

The following are some of the physical activities commonly associated with this position. They are included for informational purposes and are not all-inclusive.

- Frequently sits.
- Frequently stoops, kneels, balances, climbs, and crouches to perform job tasks.
- Frequently required to lift, push, or pull burdens of over 100 pounds, including bodies.
- Frequently stands and walks in order to complete duties requiring mobility.
- Constantly involved in auditory and oral interactions; interpersonally and through communication devices such as telephones.
- Constantly utilizes full scope of visual capacity to perform job tasks.
- Constantly utilizes eye, hand, and finger coordination to perform job tasks.

*Boulder County is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.*




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An application must be completed for each position. Resumes are not accepted in lieu of application. Applications must be submitted online at [www.bouldercounty.org](http://www.bouldercounty.org). Please note that all new employees and rehires are required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.bouldercounty.org>

Job #4708(ZZ1)  
 ADMIN CORONER TECHNICIAN  
 TM

ALTERNATIVE FORMAT APPLICATIONS MAY BE ACCEPTED ON A CASE-BY-CASE BASIS. OBTAIN AT:  
 Boulder County Courthouse Information Desk  
 1325 Pearl Street  
 Boulder, CO 80302

**Admin Coroner Technician Supplemental Questionnaire**

- \* 1. A requirement of this position is that you meet one of the following: 1. High School diploma or equivalent AND two years clerical experience. 2. Any equivalent combination of education and experience. Please indicate which one you meet.
  - High School diploma or equivalent AND two years clerical experience
  - Any equivalent combination of education and experience
  - None of the above
- \* 2. Are you at least 18 years of age or older (required)?
  - Yes  No
- \* 3. If you have related experience to a coroner's office – please explain in detail where you obtained your experience and the length of time you worked there. If you do not possess related experience, please type N/A below.
- \* 4. Do you have administrative/investigations support experience?
  - Yes  No
- \* 5. If you answered "yes" to administrative/investigations support experience --please explain in detail where you obtained your experience and the length of time you worked there, what your role and duties entailed and how many direct reports you supervised. If you do not possess related experience, please list N/A below.
- \* 6. Have you worked in an environment where you had to conduct or assist with the intake, maintenance and disposition of bio-hazardous materials/waste, property, evidence, toxicology, histology, medication, bodies and other specimens?
  - Yes  No
- \* 7. If you answered "yes" that you have worked in an environment where you had to conduct or assist with the intake, maintenance and disposition of bio-hazardous materials/waste, property, evidence, toxicology, histology, medication, bodies and other specimens, please explain in detail where you obtained your experience and the length of time you worked there. If you answered "no", please list N/A below.
- \* 8. Have you worked in an environment where you had to interact with the bereaved, including fulfilling requests, providing referrals, releasing personal effects, etc.?
  - Yes  No
- \* 9. If you answered "yes" that you have corresponded with funeral home establishments on death certificates, burial permits and/or autopsy reports; please explain in detail where you obtained your experience and the length of time you worked there. If you answered "no", please list N/A below.
- \* 10. Have you corresponded with funeral home establishments on death certificates, burial permits and/or autopsy reports?
  - Yes  No

- \* 11. Have you attached a cover letter and resume (required)?  
 Yes  No
- \* 12. A requirement of this position is that you must be able to work days, nights, weekends, holidays and maintain on-call availability as needed. Are you able to meet this requirement?  
 Yes  No
- \* 13. Do you have a valid driver's license (required)?  
 Yes  No
- \* 14. A requirement of this position is that you have a less than 45-minute commute from your residence to the office, and that you have reliable cell phone coverage from that location. Do you meet this requirement?  
 Yes  No
- \* 15. If you answered no, how much time will you need for relocating?
- \* 16. Other than marijuana or hashish, have you ever used any form of illegal drugs or narcotics (drugs not prescribed to you by a physician)?  
 Yes  No
- \* 17. If you answered "YES" to drug usage question, please indicate what drugs were used, how many times, and the last time used.
- \* 18. Other than illegal drugs or narcotics, have you used prescription medications outside the scope of their intended use (opioids, Adderall, Xanax, etc.)?  
 Yes  No
- \* 19. If you answered "YES" to the prescription medications usage question, please indicate what medications were used, how many times, and the last time used.
- \* 20. A requirement of this position is that you are able to pass a background check. If you have ever been arrested, accused of breaking a law, or a suspect in a criminal investigation, or fingerprinted as part of a criminal investigation, either as an adult or juvenile, please give the following information: (Exclude traffic citations). Failure to report this information shall disqualify you from further consideration.
- \* 21. Please include the following details: Date: Police Agency: Charges: Disposition:
- \* 22. Are you bilingual in Spanish and English (preferred, not required)?  
 Yes  No

\* Required Question