The McHenry County Coroner's office is seeking a full time opening for a Deputy Coroner. This individual must be able to perform each of the essential duties satisfactorily.

**JOB FUNICTONS:**

* Initiates death scene investigations.
* Identifies, collects and documents evidence on bodies.
* Performs any necessary testing in the field (i.e. toxicology, glucose, ketone, etc.).
* Advises law enforcement of preliminary conclusions and transport of the deceased.
* Notifies next of kin.
* Arranges for transport of the deceased.
* Documents, preserves and returns personal effects of deceased to next of kin.
* Completes investigatory reports on scene.
* Finalizes and proofs investigatory reports in office (i.e. autopsy authorization, toxicology request).
* Prepares morgue for autopsies and participates in autopsies as necessary.
* Communicates regularly with Coroner, law enforcement, physicians and families, as appropriate.
* Answers death notification calls via phone.
* Completes death certificates.
* Approves cremation certificates.
* Reviews and records hospice pre-registrations.
* Complies with subpoenas or court proceedings as necessary.
* Maintains statistical data.
* Applies and uses personal protective equipment (PPE) and surgical instruments as necessary.
* Reads and discusses medical and scientific articles and toxicology reports related to death investigations.
* Required On-Call and/or fill in shifts as needed.
* Performs other related duties as assigned.

**Education:**

* Education or background in Science, Forensics or medical field is preferred
* Knowledge of Anatomy, Physiology and Medical Terminology
* Knowledge of state and local criminal law and procedure
* Knowledge of proper chain of custody procedures

**Licenses & Certifications:**

* Valid Driver’s License as use of Coroner on-call vehicle is required
* Valid FOID Card or within six months of hire

**Experience:**

* One year of death investigation training and one year of specimen collection experience preferred
* Any equivalent combination of education and experience which provides the required knowledge and skill to perform the essential functions of the job will be considered.

**Computer Skills:**

* Intermediate Microsoft Office skills required
* Use of general office equipment (phone, fax, copier, scanner)

**OTHER REQUIREMENTS:**

The following requirements must be followed when applying for any position in the Coroner’s Office and other general information for applicants.

* A resume AND cover letter must be attached when applying.
* Deputy Coroner must reside in McHenry within 30 days of starting employment at Coroner’s Office
* Deputy Coroner position has a 6-12 month probationary period and subject to the discretion of the Coroner.
* Deputy Coroner pay range is $19-$30.84 depending upon experience
* After the probationary period a $0.50-$1.00 will be added to the initial salary and is at the discretion of the Coroner.