

Deputy Coroner Level I/II

POSITION DESCRIPTION

Under general supervision, the Deputy Coroner Level I/II conducts investigations to determine the jurisdiction, circumstances, manner and cause of deaths which occur within the jurisdiction of the Sacramento County's Coroner's Office.

Knowledge of

- Applicable federal, state, and local laws, codes, and regulations
- Principles, methods and techniques of investigation and interviewing with emphasis on investigation of deaths to determine cause and manner
- Techniques and sources for identifying and locating persons
- Rules of evidence and standard techniques for gathering and preserving evidence
- Basic anatomy and medical terminology
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases
- Medical and laboratory procedures related to death investigation
- English usage, spelling, grammar, and punctuation

Ability to

- Understand and follow oral instructions and Coroner's Office procedures and laws
- Accurately observe and record information relating to deaths
- Deal tactfully and effectively with the public and other governmental agencies in situations that are highly stressful
- Establish and maintain cooperative and effective working relationships with department personnel, law enforcement agencies, other coroner's offices, medical offices, the media, and others
- Interpret laws and regulations
- Write clear and concise reports, field notes, and correspondence and maintain accurate records using modern office equipment
- Analyze and interpret medical and other technical reports relating to investigations and assess them for completeness and accuracy
- Learn the use and care of small firearms

MINIMUM QUALIFICATIONS

Successful completion of 60 semester (90 quarter) units from an accredited college or university with at least 9 semester (13 quarter) units of coursework in criminal justice, life science, health science, or other closely related field.

Desirable Qualifications: A Bachelor's Degree in criminal justice, life science, health science or other closely related field from an accredited college or university is desirable, but not required.

SALARY

Level I - \$5,884.68 - \$7,511.58/month

Level II - \$6,457.17 - \$8,244.12/month

APPLICATION

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit an online County of Sacramento employment application by 5:00 PM on the posted cut-off date. Go to SacCountyJobs.net or click [here](#) to apply.