

Deputy Coroner

County of San Mateo, CA - Regular - Full time - \$104,977.60 - \$131,185.60 Annually

Description

The County of San Mateo Coroner's Office is seeking a dedicated and compassionate candidate to fill the role of **Deputy Coroner**. With respect to the sensitive needs of the families involved, the Coroner's Office promptly investigates and determines the cause, manner, and mode of death of decedents under the Coroner's jurisdiction.

Deputy Coroners are expected to provide the highest level of professional services in determining the identification of the deceased, collecting and preserving evidence, collecting records, notifying the next of kin, safeguarding personal effects of decedents, and working closely with all agencies concerned with the decedent's death. The Coroner's Office currently has **one full-time** vacancy. To learn more about the Coroner's Office, visit: <https://www.smcgov.org/coroner>.

The **ideal candidate** for this position will have:

One year of coursework in Criminal Justice, Forensic Science or a related biological science.

At least one year of experience working in a Coroner's Office either as a Deputy Coroner or a Medical Examiner Investigator or as a Deputy Sheriff with Deputy Coroner experience.

Strong interpersonal skills.

Experience dealing with people under severe emotional stress.

Working knowledge of medical terminology, basic anatomy and physiology, medications, medical treatments and pathophysiology of disease.

Effective oral and written communication skills with the demonstrated ability to prepare comprehensive reports.

Career Incentive: Employees holding permanent status may be eligible to receive an incentive equating to 2.5% of base pay in addition to all other compensation for possession of the Intermediate Peace Officers Standards and Training (POST) Certificate, or an incentive equating up to 7.5% of base pay for the Advanced POST Certificate. The maximum allowable certification differential is 7.5%.

Qualifications

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

One year of coursework in the Administration of Justice or one year of investigatory experience which has included researching information, interviewing individuals, and preparing detailed written reports for law enforcement, governmental, or other related agencies.

Licensure/Certification:

Candidates must acquire a Basic Peace Officer Standards and Training Certification or an 832 Penal Code Certification within one year of appointment.

Special Educational Requirement:

As required by the State of California Commission on Peace Officer Standards and Training candidates must be graduated from high school or possess a General Education Development Certificate.

Application/Examination

The examination process will consist of an application screening (weight: Pass/Fail) based on the candidates' application and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview (weight: 100%), which may include a written exercise. Depending on the number of applicants, an application appraisal of education and experience may be used in place of other examinations or further evaluation of work experience may be conducted to group applicants by level of qualification. *All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination.* **All examinations will be given in County of San Mateo, California and applicants must participate at their own expense.**

TENTATIVE RECRUITMENT TIMELINE

Final Filing Date: Monday, July 21, 2025, by 11:59PM PST

Applicant Screening: Week of July 28, 2025

Panel Interviews: Week of August 11, 2025