



Custer County, Montana
1010 Main Street
Miles City, MT. 59301

Position Description Deputy Coroner

January 2023

Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer changes

Job Title: Deputy Coroner
Department: Sheriff's Office

FLSA Status: ☒ Non-Exempt
Reports to: Coroner

☐ Exempt

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs the duties of the Office of Coroner as directed. Assignments include investigation, analysis, and explanation of cause of human death when requested or required by law. Work varies little, however individual judgement within prescribed standards and procedures and/or statutes may be required.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements may include lifting up to 100# (greater with assistance), bending, stooping, walking, sitting, reaching, pushing and pulling.
- Work may be performed in undesirable outside conditions in which heat, cold, and dampness may be encountered and hazards may be present with exposure to chemicals and disease.
- Must complete required training within twelve (12) months of hire and maintain continuing education requirements during employment.
- Must possess a valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Upon direction, investigates, analyzes, and seeks explanation for cause of death of persons within the County;
- Documents results of analysis and provides reports to the appropriate authorities as may be required;
- Frequently works with professionals that may have varying opinions as the substance at hand;

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: (Cont.)

- Assist the Coroner as directed; and
- Performs the duties of the County Coroner in his/her absence;
- Works regularly with information that may be limited;

- Work requires coordinating with others,
- Must utilize the powers of observation extensively;
- Hazards are present but controllable and there is potential exposure to disease;
- Performs other related tasks as needed.

SUPERVISION- RESPONSIBILITY FOR WORK OF OTHER: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Any combination of training and experience equivalent to graduation from high school.
- Must have successfully completed required training courses or will complete within twelve (12) months of hire.
- Must complete continuing education requirements during employment; and
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Upon direction, and when no physician is in attendance, shall investigate, analyze, and seek explanation of causes of death;
- May request an autopsy;
- Documents answers in a suitable manner and submits a report to the proper authorities;
- Ability to assess and analyze a scene;
- Be able to communicate all information on a death certificate suitable for filing with the appropriate officials;
- Working knowledge of typing and office skills.