



VALLEY COUNTY JOB DESCRIPTION

Deputy Coroner

Department: Coroner's Office
Date Established: Jan 2015

Reports To: Coroner
Date Revised: Apr 2026

Pay Grade: E
FLSA Status: Non-Exempt

SUMMARY

The Deputy Coroner assists the elected Coroner in investigating deaths that fall under the jurisdiction of the County Coroner's Office. This role involves responding to death scenes, conducting preliminary investigations, and assisting in the determination of the cause and manner of death in accordance with Idaho Code.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responds to death scenes at various hours (including nights, weekends, and holidays).
- Conducts scene investigations, including taking photographs, collecting evidence, and interviewing witnesses or family members.
- Obtains and review medical records, police reports, and other pertinent documents to assist in the investigation.
- Assists in the professional and respectful removal and transport of remains to the morgue or designated facility.
- Completes detailed investigation reports, issue cremation authorizations, and assist in the completion of death certificates.
- Identifies next of kin and notifies them of the death.
- Provides empathetic and professional communication to grieving family members.
- Coordinates autopsies and attends when necessary, supplying pathologists with facts related to the death scene.
- Takes responsibility for the personal belongings of deceased individuals and ensures their return to next of kin.
- Coordinates with law enforcement, medical personnel, attorneys, insurance investigators, funeral homes, and news reporters.
- Attends inquests and court hearings providing relevant information and testimony.
- Keeps Coroner informed of the status of cases.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent. An Associate's degree or higher in Mortuary Science, Criminal Justice, Nursing, Forensic Science, or a closely related field is preferred.
- Must be at least twenty-one (21) years of age. Pursuant to Idaho Code, this requirement ensures the Deputy is legally qualified to assume the full statutory powers and duties of the elected County Coroner in the event the elected official is absent or unavailable to act.

- Possession of a valid driver's license.
- Ability to serve on a rotating on-call basis to provide 24/7 coverage, including nights, weekends, and holidays, with the requirement to respond to scenes within a specified timeframe.
- Ability to write detailed, objective technical reports that can be used in legal proceedings or as public records.
- Ability to communicate with bereaved family members with tact, diplomacy, and compassion.
- Ability to maintain professional composure while exposed to graphic death scenes and traumatic circumstances.
- Strict adherence to confidentiality and HIPAA laws regarding the deceased and their families.
- Ability to lift, move, and transport deceased individuals (often 50–100 lbs. with assistance) in various terrains and weather conditions.
- Ability to witness death scenes and observe and note details.
- Ability to perform work successfully in high stress situations.
- Ability to use photographic equipment and take photographs.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The duties of a Deputy Coroner are performed in a variety of high-stress environments, ranging from climate-controlled office settings to outdoor locations in extreme weather and hazardous conditions. The incumbent must possess the physical stamina to navigate uneven, steep, or slippery terrain while carrying heavy equipment or assisting in the recovery and manual transport of deceased persons, which often involves lifting and maneuvering weights exceeding 100 pounds in tandem with others. The work requires frequent bending, kneeling, reaching, and crawling in confined or awkward spaces (such as vehicles or small rooms) to conduct examinations.

From a sensory and health perspective, the role involves unavoidable exposure to biological hazards, including bloodborne pathogens, infectious diseases, and the chemical odors associated with decomposition. The incumbent must be capable of wearing personal protective equipment (PPE), including respirators, for extended periods. Mentally and emotionally, the position requires the "psychological resilience" to maintain professional composure and perform complex investigative tasks while exposed to graphic traumatic injuries and emotionally charged scenes involving grieving families. Furthermore, the role demands a high level of cognitive alertness during irregular hours, as the Deputy Coroner must often transition from sleep to active, high-stakes decision-making while on-call during overnight or weekend shifts.