

Richland County

Position Description

Position Title: Deputy Coroner

Department: Coroner

Reports to: County Coroner

Pay Grade: On call and per call

Date: 07/03/2025

Hours per week: Varies

Purpose of Position

Under the supervision of the Coroner, the Deputy Coroner manages assigned cases, conducts investigations of deaths of unusual or violent nature, and performs duties as outlined in Wisconsin State Statutes 979 and 59.34 Coroner duties, and any other statutes that may apply.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responds to calls to death scenes and take the steps necessary to determine the cause of death; notifies appropriate personnel per Wisconsin State Statutes.
- Collects samples for laboratory analysis.
- Arranges for autopsies as assigned by Coroner.
- Obtains personal data and medical history of deceased and examines documents.
- Completes appropriate paperwork according to department policy.
- Testifies at inquests, hearings, and court trials as requested.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduate from high school or GED. At least two years of relevant healthcare/medical experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must have a valid Wisconsin driver's license and reliable transportation.

Skills, Knowledge, and Abilities

- Knowledge of, and ability to follow and apply Wisconsin State Statutes and laws related to the Coroner's Office.
- Knowledge of infectious diseases and bloodborne pathogens is beneficial.
- Ability to maintain confidentiality.
- Ability to maintain accurate and complete records.
- Ability to remain calm and objective in crisis situations.
- Ability to use computer software and applications.
- Ability to operate a variety of office machines including personal computer, photocopier, fax machine and telephone.

Language Ability and Interpersonal Communications

- Ability to work independently, making sound decisions and using good judgement.
- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to communicate effectively with local, state and federal law enforcement agencies, District Attorney’s office, medical and hospital nursing staff, funeral directors, families, and the public.
- Ability to work compassionately with loved ones of the deceased.
- Ability to react calmly and quickly and work routinely under stressful conditions.

Physical Requirements

- Ability to hear, speak, walk, stoop, climb, lift, carry, bend, stretch, push, pull, and ambulate on a variety of terrains.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature

Supervisor’s Signature

Date

Date