



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: OCTOBER 24, 2016

CLOSING DATE: NOVEMBER 7, 2016

TITLE: FIRST DEPUTY CORONER

GRADE: T-III

DEPARTMENT: CORONER

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$25.01/HOUR, \$48,770/YEAR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the County of Erie Job Application Procedures before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT WWW.ERICOUTYPA.GOV AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Responsible for the investigation of all sudden deaths which occur without prior medical attention, deaths where the physician is unable to certify the cause of death, and those deaths due to violence which include all accidents, suicides and homicides. In the absence of the Coroner, is responsible for all of the responsibilities of the Coroner.

DUTIES & RESPONSIBILITIES:

Drives to the place of death; takes notes and later transcribes on the official Coroner's report. Orders and/or witnesses autopsies. Testifies at hearings and jury trials. Transports bodies to the hospital or County Morgue. Notifies next of kin. Completes monthly quarterly and yearly reports. Performs other related duties as may be required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to gain expertise in the investigation and determination of cause of death.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate plus a minimum of five years of experience as a funeral director, fireman, paramedic, or police officer. Must be able to pass background check and drug test. Must attend week-long Coroner's training and the State Police Academy in Hershey, PA and successfully pass the required examination. Continuing education credits must be earned yearly. Residence location must allow reasonable timely response to calls in Erie County. Driver's license.