

Chief Deputy Coroner

Department: Chelan County Coroner's Office

Job Type: Full-time

Job Location

Chelan County Coroner's Office – 415 Washington St., St. Suite 205, Wenatchee, WA 98801

Description

Job Classification: PW19 Steps 2-4 \$5,889.89 - \$6,450.01 Longevity Steps 5-8 \$6,751.25 - \$7,748.39

The position includes a state retirement system, with a deferred comp program available. Health insurance package includes Medical, Dental, and county contributions to a personal health savings account. Includes up to 11 paid holidays and additional floating holidays per collective bargaining agreement. Along with monthly accrued vacation and sick leave.

First Review Date On: July 18, 2025

Apply online at the link below, or send resume to coroner@co.chelan.wa.us

<https://www.co.chelan.wa.us/human-resources/forms/application-form?jobid=1686>

GENERAL SUMMARY

Investigates and determines cause and manner of death according to state statute. Determines identity of the deceased, identifies next of kin, and notifies them of the death. Assists families in resolving concerns relating to the death. The Chief Deputy Coroner performs work that is varied and complex, and which is performed under general supervision of the Coroner. Will act with full authority in the absence of the Coroner.

ESSENTIAL FUNCTIONS

- Responds to calls relating to "sudden deaths" which refers to a death in which a physician has not been in attendance of the deceased or a death under questionable circumstances.
- Confers with police, doctors, hospital staff, other first responders, families of the deceased, witnesses, insurance companies, attorneys, and the media.
- Examines the place of death for evidence of the cause and manner of death and the identity of the deceased.
- Collects, preserves and stores property/evidence while maintaining the integrity through proper collection, handling, security, and chain of custody.
- May attend certain autopsies and supplies the forensic pathologist with facts related to the case.
- Conducts death scene investigations involving deaths under the jurisdiction of the office.
- Collects bodily fluids from the deceased person for toxicology testing.
- Identifies next of kin and notifies them of the death.
- Provides assistance to the family members of the deceased.
- Takes responsibility for the personal belongings of the deceased until the items can be turned over to the next of kin.
- Attends depositions, and court hearings providing relevant information and testimony.
- Prepares written reports, completes death certificates, and completes external examinations.

- Performs other related functions as required.

JOB REQUIREMENTS

- Associate status by the American Board of Medicolegal Death Investigators (ABMDI) must be obtained within 12 months from date of hire.
- Diplomat status by the American Board of Medicolegal Death Investigators (ABMDI) must be obtained within 24 months from date of hire.
- Death Investigator certification by the Washington State Criminal Justice Training Center must be obtained within 12 months from date of hire.
- Must obtain membership with the International Association of Coroners and Medical Examiners within 12 months from date of hire.
- Basic knowledge of human anatomy and physiology is helpful.
- Basic knowledge of medical terminology is helpful.
- Skill in communicating in a clear and concise way in stressful situations.
- Ability to observe death scenes, and take detailed notes.
- Ability to analyze difficult investigatory problems, adopt effective courses of action, and draw appropriate conclusions.
- Ability to perform work successfully in high stress situations.
- Ability to operate passenger cars or trucks safely.
- Ability to maintain effective working relationships.
- Must pass pre-employment background check.

OTHER REQUIREMENTS

- Required to carry and respond to a cellular phone provided by the county.
- Must possess and maintain a valid Washington State driver's license.
- Must be on-call 24/7 during specific time periods.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Will investigate deaths in locations throughout Chelan County and under various weather conditions and on various terrains which may include steep, rocky, uneven terrain, and waterways.
- Must have sufficient physical ability to handle, load, and transport deceased bodies weighing 150 lbs or more from various locations to the Chelan County Coroner's Office, or designated location.
- At times, shall require working outside of normal business hours.

Disclaimer

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.