



**Kendall County Coroner's Office
Job Description
Coroner's Assistant**

Job Title: Coroner's Assistant (Non-Sworn)
Status: FLSA Non-Exempt
Reports to: County Coroner, Chief Deputy Coroner
Effective Date: August 26, 2021

Position Summary:

Assists sworn-personnel (Coroner, Chief Deputy, or Deputy Coroners) in the performance of their duties while investigating deaths within the borders of Kendall County. Witnesses and assists during post-mortem examinations (autopsies) performed at the Kendall County Morgue. Works closely with first responders, next-of-kin and others involved in death investigations.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all duties and responsibilities performed by positions in this class.

- Travels to death scenes and provides assistance to sworn-personnel conducting investigations, including, but not limited to: procuring equipment, moving bodies, assisting in lifting bodies and/or morgue cots, transporting bodies, completing associated forms.
- Interacts with families/next-of-kin on death scenes and at the direction of sworn-personnel, provides guidance and assistance.
- Assists with the intake and release of remains and/or personal property at the Kendall County Morgue.
- Sets-up and prepares all instruments, paperwork and materials necessary for the completion of post-mortem examinations.
- Provides assistance to the Coroner's Physician and Autopsy Technician during post-mortem examinations. Assistance may include, but is not limited to: moving bodies, operating equipment and recording dictated pathological findings.
- Cleans and sanitizes the autopsy suite after post-mortem examinations.
- Provides clerical support and assistance with special projects within the office.
- Other duties as assigned by the Coroner or her designee.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

- **Residency:**
 - Employee must reside within the specified residency boundaries (Appendix A) unless prior waiver has been granted by the Coroner.
- **Education and Experience:**
 - High school diploma or general education degree (GED).
 - A preferred (not required) minimum of two (2) years of practical experience in a medicolegal death investigation, medical, mortuary, legal and/or law enforcement background.
- **Language Skills:**
 - Ability to read and interpret documents such as governmental regulations, written reports/documents, correspondence, and procedure manuals.
 - Ability to write routine reports and correspondence.
 - Ability to speak effectively with the public and employees, outside entities, law enforcement and fire personnel, and others in both one-on-one and group settings.
 - Ability to communicate effectively in writing and over the phone.
 - Requires good knowledge of the English language, spelling and grammar.
- **Mathematical Skills:**
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:**
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
- **Other Skills, Knowledge and Abilities:**
 - Ability to work non-standard hours, such as on-call or on rotating shift to ensure 24/7 coverage (including nights, weekends, and holidays).
 - Ability to take a reasonable amount of on-call time each month, as determined by the Coroner.
 - Ability to establish and maintain cooperative work relationships with a variety of individuals and agencies.
 - Ability to communicate clearly and concisely, both oral and in writing.
 - Ability to concentrate on more than one task at a time, and to make independent decisions.
 - Ability to work under stressful conditions while exercising emotional control.
 - Ability to interact considerately with next-of-kin, witnesses, and others involved in the deaths being investigated
 - Ability to pass a background investigation with no prior convictions of domestic violence, any felony, or crime of moral turpitude.
- **Certificates, Licenses, Registrations:**
 - A valid Illinois Driver's License and a good driving record.

- Any and all other certificates and registrations as required for the specific duties performed.

Physical Demands:

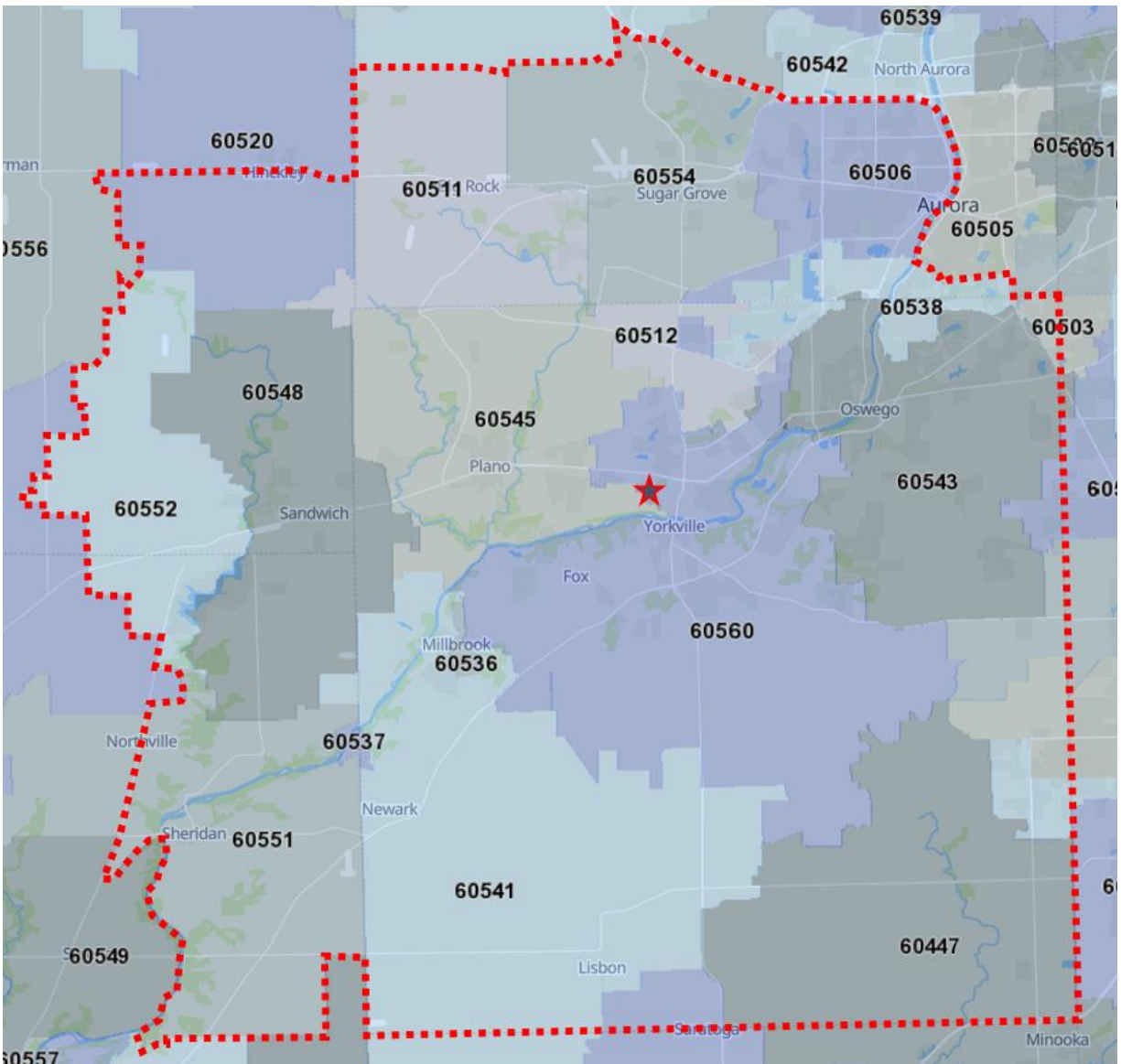
- Must frequently be able to sit and stand for extended periods of time.
- Must be able to frequently bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb and balance.
- Must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Must frequently be able to lift, carry, drag or push an average body weight of 100-200 pounds or more, both alone and with assistance.
- Must occasionally be able to climb ladders or stairs, climb up to and down from higher levels using unconventional methods.
- Must be able to use hands and fingers to handle, feel and operate equipment.
- Must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

Work Environment:

- While performing assigned job duties, employee may be exposed to catastrophic death scenes, autopsies, or other graphic locations.
- Will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Will be required to work in all lighting conditions, including but not limited to, daylight and night/low light, with and without artificial light available.
- The noise level in the work environment varies from quiet to noisy.
- May be exposed to dust, fumes, odors, smoke, gases and chemicals.
- May be exposed to blood borne pathogens or other infectious or contagious diseases.
- May be exposed to stressful situations while working with law enforcement, first responders, medical professionals, and the general public, and under emergency circumstances.
- Will be required to operate a motor vehicle to travel to and from work locations.

Appendix A

Residency Boundaries (Field Personnel)



- **DeKalb County**
 - 60511, 60520 (south of US-30), 60548, 60552
- **Kane County**
 - 60506, 60538, 60554 (south of I-88), 60511
- **Kendall County**
 - All zip Codes
- **LaSalle County**
 - 60548, 60552, 60537, 60551 (east of 2351st Rd.)