Twin Falls County

Deputy Coroner

SALARY	$19.75 Hourly	**LOCATION**	Twin Falls County, ID
JOB TYPE	Full-time	**JOB NUMBER**	202600040
DEPARTMENT	Coroner	**OPENING DATE**	04/30/2026
CLOSING DATE	6/14/2026 10:00 PM Mountain		

Position Information

Apply online at www.twinfallscounty.org

Job Description

CLASSIFICATION SUMMARY

Investigates scene of death to determine decedent's cause and manner of death. Duties include assisting in investigations, maintaining accurate and complete documentation and records, performing cremation exams, maintaining databases and files as required, and working closely with law enforcement, medical personnel and other affected parties. This classification is an entry-level coroner and the work is guided by the Senior Deputy Coroner and supervised by the Chief Deputy Coroner. The principal duties are performed in an office and field environment and include working irregular hours.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Investigates to determine the cause and manner of death of a decedent;
- Responds to calls from law enforcement or other agencies to aid in the investigation of the scene of a death;
- Records information and data at the scene for documentation, including logging and collecting prescription drugs;
- Obtains decedent information and records from law enforcement, medical personnel, and other interested and affected parties;
- Creates and maintains documentation, records, and reports;
- Completes death certificates and other records and documentation for each incident;
- Transports decedent for autopsy, as needed;
- Performs cremation exams;
- Responds to requests for information family and other affected parties;
- Prepares and presents detailed periodic reports to comply with state and County statutes, ordinances, and guidelines;
- Prepares and maintains detailed records, logs, reports, and documentation to comply with Department guidelines, policies, and procedures;

- Maintains databases and files as required by state and County standards and guidelines;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- On call to respond to investigations;
- Maintains Department vehicles;
- Cleans and sanitizes the morgue;
- Maintains Department equipment and supplies inventory;
- Performs other duties as assigned.

Qualifications

CLASSIFICATION REQUIREMENTS:
The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, equipment, and objectives of the investigation of a death scene;
- Basic medical procedures and terminology;
- Basic law enforcement procedures and terminology;
- Coroner's Office policies, procedures, and operations as applied to the work performed;
- Idaho and County statutes, laws, codes, and regulations governing the investigation and documentation of a scene of death;
- Interviewing, counseling, and investigative techniques applicable to case completion;
- Operation of a personal computer and job-related software applications;
- Operation of standard office equipment;
- File and information management methods and procedures.
- English grammar, spelling, punctuation, and composition;
- FEMA policies and practices;
- Federal (OSHA) regulations and County policies regarding safe work practices.

Skill and Ability to:

- Perform the duties of Deputy Coroner to County and state standards;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Conduct factual analysis of case information and field observations;
- Understand, interpret and apply standards, guidelines, laws, resolutions, ordinances, and codes;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Maintain and monitor detailed case files;
- Maintain detailed and accurate documentation;
- Communicate effectively, both orally and in writing;

- Establish and maintain effective working relationships with families, law enforcement officials, medical professionals, supervisors, other County employees, the public, and other County and state agencies;
- Work independently and make independent decisions involving sensitive situations;
- Communicate information and ideas in speaking and writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Understand and follow oral and/or written policies, procedures and instructions.
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations and respond courteously to inquiries;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set priorities;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Maintain client and Department confidentiality required by Federal and local laws;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED;
- Must be at least 21 year's old;
- Valid Idaho State Drivers License;
- ABMDI (American Board of Medicolegal Death Investigators) certification within one year;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, bend, use hands to keyboard or type, reach with hands and arms, lift up to 50 lbs., and occasionally assist in moving and/or lifting a decedent. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to comprehend written work instructions and prepare and maintain written records. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in an office and field environment, including exposure to bodily fluids and in inclement weather.

Employer

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

http://www.twinfallscounty.org