

# Coroner Technician

## Recruitment #2022-11802-01

<b>SALARY</b>	\$27.20 - \$33.97/hour; \$4,714.67 - \$5,888.13/month; \$56,576.00 - \$70,657.60/year
<b>DEPARTMENT</b>	Sheriff
<b>JOB TYPE</b>	Open
<b>DATE OPENED</b>	8/11/2022 5:00:00 PM
<b>FILING DEADLINE</b>	8/29/2022 12:00:00 PM
<b>EMPLOYMENT TYPE</b>	Permanent/Full Time (40 hrs/week) Temporary/Extra Help
<b>WORK LOCATION</b>	South Placer (Granite Bay, Loomis, Lincoln, Rocklin, Roseville)
<b>ADDITIONAL FORMS REQUIRED</b>	Veterans DD214 (if applicable)
<b>HR ANALYST</b>	Laura Carucci

### INTRODUCTION



### POSITION INFORMATION

The Placer County Sheriff's Office, Coroner's Unit has the unique and imperative responsibility to conduct complete and objective medicolegal investigations surrounding "reportable" deaths within Placer County, the purpose being to determine the circumstances, cause, and manner of death.

The Placer County Sheriff's Office is currently seeking **two temporary Extra-Help Coroner Technicians**. Applicants who are hired as Extra Help may be eligible to transition to Permanent status as positions become available. Extra Help/Temporary positions are limited to 999 hours per fiscal year (960 hours for CalPERS retired annuitants).

### BENEFITS

Placer County offers a comprehensive benefits package to full-time permanent employees. The following information represents benefits currently available to permanent Placer County employees and may be subject to change. Applicants should inquire as to the most current benefit package during hiring interviews or by contacting the Human Resources Department.

[Click here to view General benefits](#)

For more information regarding the benefits Placer County has to offer, please visit Placer County's Human Resources website.

### DEFINITION

To assist with the performance of autopsy examinations; collect, prepare, and process medical-legal evidence; and perform other duties related to coroner/morgue services.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff.

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### EXAMPLES OF ESSENTIAL DUTIES

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- Perform a variety of duties related to the services of the Coroner's Division of the Sheriff's Office.
- Prepare equipment, instruments, and stations for autopsy examinations.
- Assist in the performance of autopsies, including opening and closing bodies; obtain blood, fluid, organ, tissue, and other specimens; excise and dispose of organs.

- Photograph bodies, develop film, and catalogue and maintain files of case photos; create digital X-ray images of decedents; take fingerprints.
- Collect, prepare, and process medical-legal evidence.
- Move and transport decedents and specimens to and from crypt storage area.
- Complete and maintain logs, charts, files, records, and related documents.
- Maintain the safety and sanitation of the facility; clean the autopsy room, equipment, and tools; replenish linens and other necessary supplies.
- May testify in court regarding procedures performed.
- Perform a variety of clerical work and other duties related to coroner/morgue services.
- Build and maintain positive working relationships with coworkers, other County employees, and the public using principles of good customer service.
- Perform related duties as assigned.

## WORKING CONDITIONS

Work is typically performed in an indoor morgue facility and/or office environment with controlled temperature conditions. Duties are performed in close proximity to human remains, fluids, and wastes, which may include odors, biological/chemical agents, and communicable disease. Incumbents may work odd or unusual hours including nights, weekends, holidays, and/or overtime.

## MINIMUM QUALIFICATIONS

**It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.**

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** One year of experience in a morgue, hospital, mortuary, or related facility that includes the handling of human remains is desirable.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college-level coursework in anatomy, biology, forensics, law enforcement, or a closely related field.

**Required License or Certificate:** May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Basic human anatomy and physiology related to conducting autopsies.
- Basic medical terminology.
- Procedures and practices related to the handling and preparing of bodies for autopsy examinations.
- Chain of evidence techniques.
- Basic principles of photography, radiography, and fingerprinting.
- Methods and procedures for sanitation and care of surgical instruments and autopsy equipment.
- Modern office procedures, methods, and computer equipment.

### Ability to:

- On a continuous basis, know and understand operations, procedures, laws, and safety rules related to the Coroner's Division of the Sheriff's Office.
- Stand for long periods of time; bend, squat, climb, kneel, and twist; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently lift and move very heavy weight; use an air-purifying respirator as required by OSHA.
- Effectively assist in forensic autopsies.
- Learn and apply procedures and techniques required to assist physicians/pathologists in autopsy examinations.
- Work in close proximity to bodily fluids, wastes, and human remains in various stages of decomposition, which may include odors, biological/chemical agents, and communicable disease.
- Work closely with law enforcement personnel.
- Maintain confidentiality.
- Maintain accurate logs, charts, files, records, and related documents.
- Work with the public under highly emotional and stressful situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## SELECTION PROCEDURE

### Training & Experience Rating (100%)

Based upon responses to the supplemental questionnaire, the applicant's education, training, and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

## CONDITION OF EMPLOYMENT

Prior to the date of hire, applicants must undergo a fingerprint test by the Department of Justice, pass a medical examination (which may include a drug screening and possibly a psychological evaluation), sign a constitutional oath, and submit proof of U.S. citizenship or legal right to remain and work in the U.S. For some positions, applicants may also be required to submit proof of age, undergo a background investigation (which may include a voice stress analysis and/or a polygraph), and/or be bonded. Additionally, positions in law enforcement classifications and those supporting law enforcement functions will be required to complete a conviction history questionnaire prior to or during the interview process. Applicants for positions with access to Medi-Cal billing software or who are licensed providers must clear the Federal Exclusion List, credentialing, and social security verification. Failure to clear these requirements may result in an employment offer being withdrawn.

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### SUBSTITUTE LISTS

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The eligible list resulting from this recruitment may be certified as a substitute list for a substantially similar classification. For this purpose, a substantially similar classification is one at a lower level in the same classification (example: entry level vs. journey level) and/or a similar classification (similar work performed, similar training and

experience qualifications required). If you are contacted for an interview by a County department, you will be informed of the classification and other relevant information. If you choose not to interview for a substantially similar classification, you will remain on the eligible list for which you originally applied.

### EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please click here.

### EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), political orientation, or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

### CONCLUSION

For questions regarding this recruitment, please contact Thalia Torres, Administrative Technician, at [ttorres@placer.ca.gov](mailto:ttorres@placer.ca.gov) or (530) 886-4664.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p><a href="#">Apply Online</a></p>
<p>View and print the Supplemental Questionnaire.</p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.</p>

Email: [jobs@placer.ca.gov](mailto:jobs@placer.ca.gov) | Phone: (530) 886-4607 | Follow us on: [f](#) [t](#) [in](#)

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