



Arapahoe County  
**Coroner Office Manager**

**ARAPAHOE COUNTY**

<b>SALARY</b>	\$3,249.07 - \$5,190.03 Biweekly \$84,475.82 - \$134,940.78 Annually	<b>LOCATION</b>	CO 80112, CO
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	06114
<b>DEPARTMENT</b>	Coroner's Office	<b>OPENING DATE</b>	03/14/2025
<b>CLOSING DATE</b>	3/28/2025 11:59 PM Mountain		

## Description

Under direct authority of the Coroner, the Coroner Office Manager is responsible for overall supervision and administration of overall day to day operations. In the absence of the Coroner this position must provide continuity of leadership and management of business operations. Contacts are with elected officials, supervisors, law enforcement and legal agency officials, family members of deceased individuals, medical personnel, news media representatives, other employees, and the general public.

## Duties

- Prepares, submits and manages expenditures of the annual budget such as purchases, payments, and payroll, including maintenance of accounting records and files, with ability to accomplish budget projections and schedules. Responsible for managing and maintaining grant funding, service contracts, interoffice agreements, memorandums of understanding, and continuity of operations planning.
- Manages and ensures statutory compliance of all personnel and financial functions including time approval, payroll administration, purchasing card reconciliation, and employee training and travel coordination.
- Partners with human resources to provide information regarding benefits and compensation, overall timekeeping and leave, conducting investigations and disciplinary actions, and new employee orientation/onboarding.
- Acts as a liaison to and point of contact for numerous internal and external partner agencies and community groups for data sharing, office tours, and information requests, with ability to explain and interpret Coroner Statutes and office Standard Operating Procedures.
- Supervises senior medical investigators, medical investigators, and autopsy technicians including overseeing of shift scheduling and time off requests, arranges shift coverage when needed, collaborates with Coroner in writing and evaluating annual performance, and mediates conflicts.
- Acts as representative of the Coroner and Coroner's Office at office and county functions, serves on the internal Executive Team, internal and external committees, other related meetings, and public occasions as directed.
- Communicates with and sees to the needs of distraught families, including explaining records, autopsy results, office procedures, and statutory policies, and making appropriate referrals when necessary.
- Directs the long-term strategic operation of the Office which may include but is not limited to: budget analysis, financial research, office operations, technology maintenance, staffing, employee engagement, business process

analysis, data analysis, and project management.

- Serves as the primary point of contact for all personnel issues, risk management, safety, facilities, and office policy guidelines.

**Skills, Abilities and Competencies:**

- Exhibits initiative, collaboration, and strong commitment to the highest level of ethical standards, compassion, empowerment, confidence, and innovation.
- Knowledge of accounting and budgeting principles, system analysis, and process development with the ability to prepare accurate and comprehensive reports.
- Ability to use and exercise sound judgement and react effectively in emergency and stressful situations.
- Knowledge of forensic practices and procedures, medical terminology, and methods and techniques used in criminal, justice and death investigations.
- Thorough knowledge of State statutes, County regulations, and Coroner's Office procedures applicable to the operation of the Office.
- Communication and interpersonal skills which enable courteous and diplomatic interactions with the public, external partners, staff, and other County divisions.
- High degree of interpersonal skills related to tact, sound judgement, and compassion.
- Supervisory skills including team building, schedule management, and work delegation.

**Behavioral Competencies (these are required for all positions at ACG):**

Accountability

Accessibility

Inclusivity

Integrity

## Requirements

**Education and Experience:**

- Bachelor's Degree in Business Administration, Health Administration, Public Administration, or related field preferred.
- 5+ years of Office Management, Human Resources, or related experience
- 5+ years management experience

Any equivalent combination of education and work experience that satisfy the requirements of the job will be considered.

**Preferred Education and Experience:**

- Accounting and budgeting experience

## Supplemental Information

**Pre-Employment Additional Requirements:**

- Must successfully pass pre-employment testing which includes an acceptable motor vehicle record (MVR) and background check and drug screen.

**Post-Employment Requirements:**

- Will require fingerprinting and a Colorado Bureau of Investigation (CBI) background check
- Successful completion of bi-annual Colorado Justice Information System (CJIS) training.
- Incumbents must be available for emergency events and available to work on-call as needed including evenings, holidays and weekends.

**WORK ENVIRONMENT:**

- Work is generally performed in a standard office environment.

- Incumbent will experience frequent contact to autopsy and laboratory environments with potential exposures to noxious odors and sights, communicable diseases, radiation, chemicals, and related hazards.

PHYSICAL DEMANDS:

*The following are some of the physical demands commonly associated with this position.*

- Spends 75% of the time sitting and 25% of the time either standing or walking.
- Occasionally lifts, carries, pulls or pushes up to 25 lbs.
- Occasionally uses cart, dolly, or other equipment to carry in excess of 25 lbs., including using autopsy tables to move deceased bodies
- Occasionally climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling constant interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings and personal interactions.
- Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
- Visual capacity enabling constant use of computer or other work-related equipment.

**OSHA WARNING:** This position has been determined to be a HIGH exposure risk to "biohazards" associated with blood-borne pathogens including HIV(AIDS), HBV (hepatitis B) virus, and HCV (hepatitis C) virus, and air-borne transmissions of TB (tuberculosis). Members are advised that exposure to a "biohazard" may result in severe illness or death. Members are required by agency policy to use protective equipment and clothing and will be respirator fit-tested. Hepatitis B immunization and annual tuberculosis screening test are required. Inoculation may be required to prevent or treat exposures to "biohazards".

Definitions:

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

*\*\* In accordance with Senate Bill 23-058, applicants understand that Arapahoe County will not request or require the applicant to include their age, date of birth, or date of attendance/graduation date on the initial application. Applicants understand that Arapahoe County can request or require an individual to provide documentation including copies of certification, transcripts, and other materials created by a third party. The applicant understands that the applicant can redact, if they so choose, information that identifies age, date of birth, or dates of attendance/graduation from an educational institution on those requested/required certification, transcripts and other materials created by a third party.*

**Toll Free Applicant Technical Support:** If you experience technical difficulty with the NEOGOV system (i.e. uploading or attaching documents to your online application), call NEOGOV technical support at 855-524-5627. Helpful hints: if you are having difficulty uploading or attaching documents to your application, first, ensure your documents are PDF or Microsoft Word files, and second, close the document before you attempt uploading (attaching) it.

**Employer**

Arapahoe County

**Address**

5334 S. Prince Street

Littleton, Colorado, 80120

**Phone**

303-795-4482

**Website**

<http://agency.governmentjobs.com/arapahoe/default.cfm>

## Coroner Office Manager Supplemental Questionnaire

### \*QUESTION 1

Please choose the response that best describes your educational background.

- High School Diploma or GED
- Some College
- Associate Degree
- Bachelor's Degree
- Master's Degree

### \*QUESTION 2

Please choose the best answer that describes your Office Management, Human Resources, or related experience.

- Less than 3 years of experience
- 3 years to less than 4 years experience
- 4 years to less than 5 years of experience
- 5 years to less than 6 years of experience
- 6 years to less than 7 years of experience
- 7 years to less than 8 years of experience
- 8 years to less than 9 years of experience
- 9 or more years of experience

### \*QUESTION 3

Please describe your Office Management, Human Resources, or related experience.

### \*QUESTION 4

Please choose the best answer that describes your management experience.

- Less than 3 years of experience
- 3 years to less than 4 years experience
- 4 years to less than 5 years of experience
- 5 years to less than 6 years of experience
- 6 years to less than 7 years of experience
- 7 years to less than 8 years of experience
- 8 years to less than 9 years of experience
- 9 or more years of experience

### \*QUESTION 5

This position has direct responsibility and supervision over the Medical Investigators and Autopsy Technicians within the Coroner's Office. Please describe in detail your previous management/supervisory experience as it relates directly to this position. Specifically, describe your experience with writing and delivering annual performance reviews for direct reports, monitoring work performance, writing and delivering corrective action documentation, selection/hiring/onboarding, coaching and mentoring, etc.

**\*QUESTION 6**

**Do you have accounting and budgeting experience?**

- Yes  
 No

**\*QUESTION 7**

**If you answered yes to the previous question, please describe.**

**\*QUESTION 8**

**Do you have experience working in the public sector?**

- Yes  
 No

**\*QUESTION 9**

**Do you have experience working in a Coroner's Office?**

- Yes  
 No

**\*QUESTION 10**

**Please describe your knowledge of forensic practices and procedures, medical terminology, and methods and techniques used in criminal, justice and death investigations.**

**\*QUESTION 11**

**Please describe your approach to providing a high level of customer service in a high stress environment.**

**\*QUESTION 12**

**This position will frequently have contact with autopsy and laboratory environments with potential exposures to noxious odors and sights, communicable diseases, radiation, chemicals, and related hazards. Knowing this information, do you wish to continue?**

- Yes  
 No

**\*QUESTION 13**

**This position must be available for emergency events and available to work on-call as needed including evenings, holidays and weekends. Knowing this information, do you wish to continue?**

- Yes  
 No

**\*QUESTION 14**

**Do you have a current, valid driver's license?**

- Yes  
 No

**\*QUESTION 15**

**Have you received eight or more points within the past twelve months or twelve or more points within the past twenty-four months against your driving record?**

- Yes
- No

**\*QUESTION 16**

**How many moving traffic violations have you been cited for in the past two years?**

- Less than 3 violations
- 3 or 4 violations
- 5 or more violations

**\*QUESTION 17**

**In the past three years, have you had your driver's license revoked or suspended?**

- Yes
- No

\* Required Question