



County of San Mateo Deputy Coroner (Open & Promotional)

SALARY	\$50.47 - \$63.07 Hourly \$4,037.60 - \$5,045.60 Biweekly \$8,748.13 - \$10,932.13 Monthly \$104,977.60 - \$131,185.60 Annually	LOCATION	County of San Mateo, CA
JOB TYPE	Full-Time	JOB NUMBER	H131S
DEPARTMENT	Coroner's Office	OPENING DATE	07/07/2025
CLOSING DATE	7/21/2025 11:59 PM Pacific	BARGAINING UNIT	60B

Description

*Providing services with efficiency, courtesy and respect.
County of San Mateo Office of the Coroner*



The County of San Mateo Coroner's Office is seeking a dedicated and compassionate candidate to fill the role of **Deputy Coroner**. With respect to the sensitive needs of the families involved, the Coroner's Office promptly investigates and determines the cause, manner, and mode of death of decedents under the Coroner's jurisdiction.

Deputy Coroners are expected to provide the highest level of professional services in determining the identification of the deceased, collecting and preserving evidence, collecting records, notifying the next of kin, safeguarding personal effects of decedents, and working closely with all agencies concerned with the decedent's death. The Coroner's Office currently has **one full-time** vacancy. To learn more about the Coroner's Office, visit: <https://www.smcgov.org/coroner>.

The **ideal candidate** for this position will have:

- One year of coursework in Criminal Justice, Forensic Science or a related biological science.
- At least one year of experience working in a Coroner's Office either as a Deputy Coroner or a Medical Examiner Investigator or as a Deputy Sheriff with Deputy Coroner experience.
- Strong interpersonal skills.
- Experience dealing with people under severe emotional stress.

- Working knowledge of medical terminology, basic anatomy and physiology, medications, medical treatments and pathophysiology of disease.
- Effective oral and written communication skills with the demonstrated ability to prepare comprehensive reports.

Career Incentive: Employees holding permanent status may be eligible to receive an incentive equating to 2.5% of base pay in addition to all other compensation for possession of the Intermediate Peace Officers Standards and Training (POST) Certificate, or an incentive equating up to 7.5% of base pay for the Advanced POST Certificate. The maximum allowable certification differential is 7.5%.

NOTE: The eligible list generated from this recruitment may be used to fill future extra-help, term, unclassified, and regular classified vacancies.

Examples Of Duties

Duties may include, but are not limited to, the following:

- Investigate deaths falling under the jurisdiction of the Coroner.
- Report findings to determine necessity for inquests.
- Take photographs for forensic pathologist and case file.
- Maintain a clean work environment.
- Lift and move bodies of the deceased.
- Take charge of bodies, evidence and property of the deceased.
- Establish identification of deceased persons; locate and notify relatives.
- Gather evidence and interview witnesses to establish circumstances of death and responsibility.
- Cooperate with law enforcement agencies to obtain evidence in violent deaths.
- Appear as a witness in court.
- Serve subpoenas, summon jurors and witnesses; notify interested parties as to time and place of inquests.
- Prepare data to assist forensic pathologist in autopsies.
- Prepare reports of medicolegal investigations and other official activities; maintain required records.
- May do inventory, assess value of, and store personal effects; prepare them for disposal by auction or bid; may assist in auction sale and distribution of personal property in accordance with court orders.
- Investigate estates of deceased persons for the purpose of inventory and protection of assets.
- Perform related duties as assigned.

Qualifications

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

One year of coursework in the Administration of Justice or one year of investigatory experience which has included researching information, interviewing individuals, and preparing detailed written reports for law enforcement, governmental, or other related agencies.

Licensure/Certification:

- Candidates must acquire a Basic Peace Officer Standards and Training Certification or an 832 Penal Code Certification within one year of appointment.

Special Educational Requirement:

- As required by the State of California Commission on Peace Officer Standards and Training candidates must be graduated from high school or possess a General Education Development Certificate.

Knowledge of:

- Investigative and interviewing techniques, including recognition and preservation of evidence.
- Responsibilities and functions of a Coroner's Office.
- State and local laws and regulations governing Coroner's procedures and practices.
- Criminal law and the laws of evidence.
- Basic human anatomy and physiology.
- Estate administration, law and practice.

Skill/Ability to:

- Gather, analyze, correlate and evaluate evidence.
- Question witnesses effectively.
- Preserve evidence intact.
- Promptly respond to a request for investigation.
- Maintain a professional attitude in tragic and difficult situations and show the utmost consideration for the relatives of deceased persons.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effective oral communication.
- Write clear, concise reports and correspondence.
- Perform strenuous physical activities including lifting and moving dead bodies.

Application/Examination

Open & Promotional. Anyone may apply. Current County of San Mateo and County of San Mateo Superior Court of California employees with at least six months (1040 hours) of continuous service in a classified regular, probationary, or extra-help/limited term position prior to the final filing date will receive five points added to their final passing score on this examination.

The examination process will consist of an application screening (weight: Pass/Fail) based on the candidates' application and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview (weight: 100%), which may include a written exercise. Depending on the number of applicants, an application appraisal of education and experience may be used in place of other examinations or further evaluation of work experience may be conducted to group applicants by level of qualification. *All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination.* **All examinations will be given in County of San Mateo, California and applicants must participate at their own expense.**

IMPORTANT: Applications for this position will only be accepted online. If you are currently on the County's website, you may click the "Apply" button. If you are not on the County's website, please go to <https://jobs.smcgov.org/> to apply. **Online applications must be received by the Human Resources Department before midnight on the final filing date.**

TENTATIVE RECRUITMENT TIMELINE

Final Filing Date: Monday, July 21, 2025, by 11:59PM PST

Applicant Screening: Week of July 28, 2025

Panel Interviews: Week of August 11, 2025

About the County

San Mateo County is centrally located between San Francisco, San Jose, and the East Bay. With over 750,000 residents, San Mateo is one of the largest and most diverse counties in California and serves a multitude of culturally, ethnically and linguistically diverse communities.

The County of San Mateo is committed to advancing equity in order to ensure that all employees are welcomed in a safe and inclusive environment. The County seeks to hire, support, and retain employees who reflect our diverse community. We encourage applicants with diverse backgrounds and lived experiences to apply. Eighty percent of employees surveyed stated that they would recommend the County as a great place to work.

County of San Mateo is an equal opportunity employer committed to fostering diversity, equity and inclusion at all levels.



WORK WITH PURPOSE
COUNTY OF SAN MATEO

HR Contact: Priscilla Bermudez (07072025) (Deputy Coroner - H131)

Benefits

We invite you to explore our [Benefits-at-a-Glance \(Download PDF reader\)](#) page for a snapshot of the comprehensive and competitive benefits available to eligible employees of the County of San Mateo. From health and wellness to financial security, our benefits are designed to support you at every stage of your career. (Please note that benefits are subject to change.)

In addition to core benefits, the County is proud to offer a variety of wellness and professional development programs to help you grow both personally and professionally. Most of these enriching opportunities are available during work hours and come at no cost to you.

As a County employee, you'll also be covered by the federal Social Security system, earning valuable retirement benefits based on your salary and years of service.

Employer

County of San Mateo

Address

County of San Mateo Human Resources Department
500 County Center, 4th Floor
Redwood City, California, 94063-1663

Phone

(650) 363-4343

Website

<https://jobs.smcgov.org>

Deputy Coroner (Open & Promotional) Supplemental Questionnaire

*QUESTION 1

IMPORTANT: Applicants for this position are required to submit responses to the following supplemental questions. Your responses will give us additional information about your background and experience related to this position and will be used in the selection process. **Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses.**

☐ Proceed to supplemental questions.

*QUESTION 2

The Deputy Coroner position requires applicants to have graduated from high school or to possess an educational equivalent. Are you able to provide proof of graduation or equivalent (i.e., high school diploma, GED, etc.) prior to employment?

☐ Yes

☐ No

*QUESTION 3

The Deputy Coroner position requires shift work 24 hours a day, seven days per week, including holidays. Deputy Coroners may be subject to overtime beyond the end of a shift, mandatory overtime, or coverage for unplanned vacancies or emergencies. Are you able and willing to commit to this type of work environment?

☐ Yes

☐ No

*QUESTION 4

San Mateo County Coroner's Office is a California POST agency and requires all Deputy Coroners to obtain their Basic POST Certificate within one year of hire.

☐ I understand that I must pass a peace officer background check and obtain your POST Certificate within one year of hire.

*QUESTION 5

Please describe how your experience and training qualifies you for the Deputy Coroner position as described in the ideal candidate. In your response, be specific regarding your duties and responsibilities and where your experience was gained. Include employer name, dates of employment, number of hours worked per week. Additionally, include college degrees earned, major fields of study, relevant coursework, and any other appropriate professional training, certificates, and/or awards.

Note: An incomplete response to this question will result in your application being rejected.

*QUESTION 6

Please describe in detail your experience and/or training in each of the following areas: A) California law regulating the classification of deaths requiring inquiry and determination of cause of death by the Coroner; B) Techniques of criminal investigation, including the recognition, collection, and proper preservation of evidence; C) Medical terminology, human anatomy and physiology; D) Working with blood borne pathogens, including risks of and appropriate use of personal protective equipment. If you do not have direct experience or training, please describe any relevant comparable experience you have.

Note: An incomplete response to this question will result in your application being rejected.

*QUESTION 7

Please describe your experience in performing investigatory work and where the experience was gained. In your response, be sure to include examples of any complex scene or death investigations and your experience interviewing individuals involved. If you do not have this experience, please describe any relevant comparable experience you have.

Note: An incomplete response to this question will result in your application being rejected.

*QUESTION 8

Please describe your experience in preparing written reports. In your response, include the subject matter, purpose, and the scope of the report, along with the context in which you prepared it (e.g., professional work/employment,

internship, academic setting, etc.).

Note: An incomplete response to this question will result in your application being rejected.

***QUESTION 9**

How did you learn about this position?

- ☐ County of San Mateo Website
- ☐ County of San Mateo Job Interest Card Notification
- ☐ County Hosted Virtual Event
- ☐ County Hosted Job Fair
- ☐ CalOpps.org
- ☐ College/University Career Center
- ☐ Community-based Organization Posting
- ☐ Facebook/Instagram
- ☐ Friend or Relative
- ☐ GovernmentJobs.com
- ☐ Indeed
- ☐ Job Fair
- ☐ LinkedIn
- ☐ Professional Publication/Website (Please specify in next question)
- ☐ X (formerly called Twitter)
- ☐ Zip Recruiter
- ☐ Other (Please specify in next question)

***QUESTION 10**

If you answered, "Professional Publication/Website" or "Other" to the above question, please indicate below how you learned about this position. Your response to this question will help us in better marketing County jobs. Type NA if not applicable.

*** Required Question**