



## **WAYNE COUNTY CORONER**

Wayne County Court House - Honesdale, PA 18431

Phone - 570-253-4952 • Fax - 570-647-1594

***Edward R. Howell, Coroner***

Job Title:	<b>Administrative Assistant</b>
Category:	Deputy Coroner
Department:	Office of the Wayne County Coroner
Hours:	Per-diem; 25 hours per week; per Coroner Directive
Salary:	New Employee starting rate : \$11.33/hour
How to Apply:	Applications will be accepted in the Coroner's Office of the Wayne County Courthouse. <b>A resume is required with the application.</b> All applications must be returned in person or by mail. <b>A resume may not be substituted for an application.</b>

### **Minimum Requirements:**

Prior office experience in a medical setting preferred.

Basic computer and accounting skills.

Excellent communication skills.

Ability to maintain confidentiality regarding highly sensitive material.

Flexibility in schedule to work during non-traditional hours as needed.

Valid PA Driver's License is required prior to appointment.

### **Duties:**

- Reports directly to the Death Investigation Supervisor.
- Assists investigators when necessary during death investigations, assists with follow-up investigations as requested or required.

- Communicates with decedents' families, police agencies, funeral homes, medical and legal institutions, and other offices.
- Prepares death certificates for certification by the medical certifier.
- Prepares and issues supplemental reports and forms.
- Maintains communication with Per-Diem Medicolegal Death Investigators regarding investigations.
- Assesses and issues cremation authorizations and permits for irreversible disposition of human remains after the cause and manner of death have been established by the medical certifier.
- Assists with compensation and payroll documentation and submission.
- Assists with records storage and retrieval.
- Assists with inventory of personal effects of decedents.
- Ensures autopsy reports, toxicology reports, copies of death certificates, and medical records are received, reviewed, and retained properly.
- Oversees and assists with release of decedents' remains to funeral homes, crematories, etc.
- Contributes to the state mandated Child Death Review Team.
- Coordinates general office maintenance and orders stocks supplies and equipment.
- Assists with staff scheduling.
- Prepares documents and supplies necessary prior to and following post-mortem examinations.
- Performs other related duties as required or requested by the Coroner and Death Investigation Supervisor.

**Knowledge, Skills, and Abilities:**

- Computer software and Microsoft Office products
- Medicolegal terminology and procedures
- Knowledge of principles and practices used in the research of cause and manner of death for purposes of assisting death investigators.
- Work independently and with others
- Remain calm, even tempered, decisive, accurate, and emotionally unattached
- Work effectively under stressful conditions
- Pass security clearance
- Communicate effectively orally and in writing