BINGHAM COUNTY
Has Openings for the Position of

On-Call Deputy Coroner
November 3rd 2026

Pay: **Monthly stipend and no benefits with this position.**
Closing Date: **Open Until Filled**

Purpose Of Class/Primary Function

Under the direct supervision of the Elected Coroner or Chief Deputy, this position will fulfill the requirements of the Idaho Code as it pertains to the duties of the Coroner. Position responds to and participates in the on-scene investigations of unnatural and/or unattended deaths. Deputy Coroner will respond to deaths and take custody of the bodies within Bingham County which occur as a result of homicide, suicide, accidental causes or when such death occurs under suspicious or unknown circumstances or when the physician attending during the last illness cannot certify the cause of death. Investigations include: On scene responses; securing evidence, and assisting in certifying the cause and manner of the death. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to all calls that fall under the jurisdiction of the Coroner.
- Conducts investigations to help determine cause, manner and mechanism of death, and to identify the decedent.
- Works with law enforcement, healthcare practitioners, families of the deceased, insurance investigators, attorneys and the media.
- At the Coroner's direction, requests police reports, hospital and/or physician office medical records to complete the death investigation.
- With the Coroner's authorization, files electronic or paper Death Certificates and/or cremation authorizations with Vital Statistics.
- Attends autopsies when needed.
- Examines and photographs death scenes, takes samples (blood, tissue, etc.).
- Helps facilitate the arrangement of body transports to and from the Forensic Institute for autopsies done by the Medical Examiner; notifies appropriate investigators of the time and location of such autopsies; utilizes the results of all investigations to help complete Death Certificates in a timely manner; helps coordinate with the Regional Organ Procurement Agencies in the event of tissue donation.
- Completes all required reports in a timely manner and utilizes assigned computerized records and reporting systems.
- Assures proper chain of evidence in criminal cases.
- Keeps the Coroner informed of the status of cases.

- Attends classes as directed and/or requested by the Coroner.
- May be required to testify in court pertaining to criminal/civil cases involving death.
- Works with funeral homes on documentation and transfer of body for proper removal.
- Locates or assists in locating relatives of deceased persons.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have working knowledge of pertinent state and federal laws, and the policies and procedures of the Bingham County Coroner's Office.
- Must be able to use the online Idaho electronic death records system.
- When on-call, must be available 24 hours a day, seven days a week by phone or pager.
- Knowledge of human anatomy and physiology.
- Knowledge of medical terminology and procedures.
- Knowledge of law enforcement terminology and practices.
- Knowledge of investigation techniques.
- Knowledge of hazards and safety practices associated with chemicals and infectious diseases.
- Knowledge of city and county roads and area businesses.
- Ability to communicate effectively with colleagues and compassionately with families who have suffered loss.
- Control and preservation of evidence.
- Must be able to handle sensitive information with confidentiality.
- Displays a constructive attitude and works cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from the media, government agencies, medical facilities, funeral homes, families and the general public.

EDUCATION and/or EXPERIENCE

- High school graduate or equivalent.
- At least two (2) years' previous work experience; preferably prior work experience in a Coroner's Office, funeral home, law enforcement, or in the emergency medical services field.
- Previous experience in medicolegal death investigations is preferred.
- Proficient in the use of computers, the Internet and Microsoft Office programs.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possess and maintain a valid Idaho driver's license.
- First Aid and CPR certified.
- American Board of Medicolegal Death Investigators Certificate preferred, though not required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and draw and interpret bar graphs. Ability to calculate figures and amounts such as percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk/maneuver; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
While performing the duties of this job, the employee is frequently exposed to fumes, dust, odors and airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; extreme heat and cold; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

The employee is exposed to many different environmental conditions present at hazmat spills, investigating drug laboratories and crime scenes.

SPECIAL WORKING CONDITIONS

- Outdoor work environment, subject to seasonal heat and cold temperature changes or extreme weather conditions.
- Ability to work evening or variable hours, shift work and emergency call-out.
- Physical activities include driving a vehicle or other vehicle to conduct work, reaching overhead, above the shoulders and horizontally, maneuvering over rough or uneven surfaces, climbing stairs and overall good physical agility and stamina.
- Must live within a locality allowing for reasonable response times to any area of Bingham County.

Items that must be attached to the Application

A copy of your valid Idaho Driver's License
A copy of your High School Diploma or GED certificate
A resume

How to Apply

A job description and the ***Application*** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: www.binghamid.gov When you have completed the ***Application*** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L. Pope: lpope@binghamid.gov by the closing date and time.

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.