

JOB POSTING

Position Title	Administrative Deputy Coroner
Department	Coroner
Shift	Monday-Friday; 8:00 a.m.- 4:30 p.m.; must be available to work on-call on weekends occasionally.
Salary	\$13.00 - \$13.50
Brief Job Description	Performs administrative tasks relating to the day to day activities of the Coroner's office in Livingston County. Will be responsible for setting up and managing paper or electronic filing systems, recording information, updating paperwork and maintaining documents relating to the Coroner's office. Serves as a liaison between families of deceased and the Coroner's office. Responsible for scheduling and maintaining the weekend on-call schedule for deputy coroners. Collects receipts and fees, prepares deposits, keep records of collections and disbursements, and ensures accounts are balanced. Assist Coroner and Deputy Coroner with death scenes.
Education Requirements	High school diploma or general education degree (GED) required. Associates Degree or Bachelor's Degree in related field or any equivalent combination of experience and education that would provide the knowledge, skills and abilities to perform the essential functions of this position are preferred. Skill in communicating effectively, verbally and in writing. Must be proficient in Microsoft Word, Excel and Data Base type programs.
Additional Comments	Valid IL Driver's License; Will be required to attend the 40-hour IL County Coroner's Basic Training Class.
Instructions for Applying	Applications may be picked up at the Livingston County Coroner's Office, 110 W. Water St., Suite 4, Pontiac, IL 61764.
Application Deadline	4/30/2021