

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Coroner Department to fill one or more vacancies in the following job classification.

Job Classification: Deputy Coroner/Medicolegal Death Investigator
Location: LaSalle County Forensic Center

Department: LaSalle County Coroner
520 W. Walnut St.
Oglesby, IL 61348

Regular Work Week: Varies

Hours of Work: Refer to Job Description

Wage: \$22.00 per hours worked
Per diem on call shift pay of \$100.00

Position is: Part Time, Non-Union, & No Benefits

See ***Job Description*** below for Duties, Minimum Qualifications and Physical Demands

Employee Benefits Package listed here: <https://lasallecountyil.gov/213/LaSalle-County-Benefits>

LaSalle County Job Application listed here: <https://lasallecountyil.gov/615/Employment>

Interested persons should apply by including a cover letter, resume, and the completed County job application and return it prior to 1/27/26, to the following:

LaSalle County Coroner-Forensic Center
Attn: Coroner Rich Ploch
520 W. Walnut St.
Oglesby, IL 61348
Fax · 815-434-8306
rploch@lasallecountyil.gov

LaSalle County

Job Description



Job Title: Deputy Coroner/Medicolegal Death Investigator

Work Location: LaSalle County Forensic Center

Division/Department: Coroner's Office

Reports to: LaSalle County Coroner and/or Chief Deputy Coroner

Employment Classifications:

- ☐ Full-time ☒ Part-time
☐ Exempt ☒ Nonexempt
☐ Salaried ☒ Hourly
☐ Bargaining Unit

Salary Grade (refer to job posting/notice of vacancy)

Current Employee holding position is (NA)

This is an intermittent part-time position that may require employees to be on call for a minimum of 2-4 shifts (12-14 hours) a month and work nights, weekends, and holidays. Employees must be able to respond to a call within twenty (20) minutes. Living in LaSalle County is required, and employees must have reliable transportation.

The Deputy Coroner shall support the Constitution of the United States and the Constitution of the State of Illinois and shall faithfully discharge all of the legal and mandated duties of the office of Coroner. The Deputy Coroner's responsibilities include, but are not limited to, going to the place where a dead body is, take charge of same including any valuable personal property, money or papers found upon or near the body, make a preliminary investigation and written reports into the circumstances of the death, and attempt to ascertain the cause of death, either by autopsy or otherwise. The Deputy Coroner shall be a conservator of the peace and provide support to the coroner including addressing the needs of family members, law enforcement personnel, funeral home personnel, tissue/organ donor banks, insurance and attorney's offices, and other citizen inquiries.

Conducts Medicolegal Death Investigation which includes:

- Respond to death scenes, hospitals, and nursing homes, to determine probable cause and manner of death and necessity for autopsy or further examination.
- Obtain and secure biological samples, specimens, and bodily fluids for laboratory analysis.
- Analyzes collected evidence and manages the personal belongings of the deceased, ensuring proper documentation and disposition in accordance with legal and departmental guidelines. Must maintain absolute integrity, privacy, and honesty.
- Make positive identification of the body by whatever professional means necessary.
- Complete Preliminary Investigation Reports and other forms and reports as mandated by law and/or directed by the coroner.
- Searches for, locates and notifies next-of-kin or responsible party to communicate circumstances of death.
- Complete follow-up contacts with next of kin or responsible party concerning cause of death, impending proceedings, and other concerns.

Examples of Duties

- Respond to telephone requests and inquiries from family members, medical personnel, funeral directors, hospice/home health care personnel, law enforcement officials, attorneys, and the general public
- Testify in civil and felony court, or at any other legal proceedings when subpoenaed to do so or at the request of the State's Attorney's Office
- Participate in both mandatory and recommended accredited training programs including in-service training.
- Assist with office duties as needed as well as other duties assigned by the coroner and/or chief deputy.
- Complies with all policies, and procedures contained in the LaSalle County Coroner's Manual and also with the guidelines of the Illinois Coroner and Medical Examiners Association.

- ☐ Maintain absolute confidentiality of work-related cases, records and health information.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Employee Handbook Manuals.
- ☐ Arrange for transport of body by funeral service or transporter.
- ☐ Complete record of death and other forms as required, by writing abstract of medical history and narrative report detailing circumstances of death, findings, and actions taken. This information will be loaded in a software management system.
- ☐ Attend forensic autopsies for decedents.

Education and/or Work Experience Requirements:

- High school diploma or GED required.
- Associate's or Bachelor's degree in Criminal Justice, Forensics Science, Biology, Medical/ Nursing, Anthropology, Mortuary Science or a related field is preferred.
- Minimum of two years' work experience in one of the following fields; emergency medical technician, nurse, fire fighter, law enforcement officer, death/forensic investigator, or funeral director.
- Equivalent combinations of education and work experience may be considered.
- Experience in the operation of office machines including multi-line business telephones, fax machines, copy machines, cellular phones, cameras and radio transceivers.
- Grief counseling techniques.

Knowledge and Skills:

- Knowledge of principles of biology, human anatomy and physiology and related physical sciences.
- Ability to multi-task in gathering, analyzing, and evaluating facts at a death scene.
- Skills in acting quickly and calmly with proper judgement in emergency and high stress situations.
- Using initiative and independent judgement within general policy guidelines.
- Possess a working knowledge of computer operations and software including word processing, data bases, and reference software.
- Possess a working knowledge of the Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens standards adopted by the Illinois Department of Labor.
- Possess a thorough geographical knowledge of LaSalle County either through map reading or otherwise
- Familiar with terms and acronyms commonly used in legal, medical, pharmacology, and diagnostic procedures.
- Familiar with current methods and techniques to prevent the spread of infectious and contagious diseases.
- Excellent verbal and written communication skills with correct business English including spelling, grammar and punctuation.

Required Certificates, License, and Registrations:

- Valid Illinois Driver's License required and must be maintained.
- Must be able to provide proof of current and appropriate personal vehicle insurance.
- Must complete deputy coroner training and demonstrate competency.
- Firearms Owner's Identification (FOID) (Must be obtained within one year of employment).
- American Board of Medicolegal Death Investigators (ABMDI) preferred.
- Must be compliant with the requirements of the National Incident Management System, and with the key concept, principles and benefits of NIMS.

Community and Agency Relations:

- Work closely with Coroner and other Deputy Coroner's in maintaining professionalism and good public relations of the Coroner's Office when on duty as well as during off duty hours.
- Participate in community programs, public relation programs, and public speaking engagements as assigned by the coroner.
- Maintain the ability to exercise emotional control using tact, discretion, and prudence, when dealing with people in person or over the telephone, often where relations may be confrontational or strained.
- Demonstrates courteous and cooperative behavior when interacting with the public and other individuals and acts in a manner that promotes harmonious and effective workplace environment.

Reporting and Filing – State and Local:

- Immediately report or cause a report to be made to the Department of Children and Family Services when, in his professional or official capacity, have reasonable cause to believe a child may be an abused or neglected child

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to regularly stand, walk, sit, stoop, climb, lift, carry, push and pull with proper body mechanics. This position experiences continuous active work requiring moderate physical exertion and manual dexterity in handling heavy weight and equipment. This position will experience bending, twisting, squatting, climbing and reaching movements; also, constantly hold, reach, grasp, write, and perform repetitive motion. Employee must occasionally lift and/or move bodies in excess of 200 pounds with assistance. May require lifting and carrying in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Visual acuity in close range to prepare and analyze data, observe or identify small objects, inspect environmental surroundings or subject matter. Ability to assist other personnel with the loading of decedents into the transport vehicle.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed in both indoor and outdoor environments. While performing the duties of this position, the employee is subject to varying temperatures dependent upon season. Employee may traverse, climb and hike rough terrain (land and water) in extreme weather (including heat and cold) to reach the scene of a deceased person (or persons). The noise level in the work environment is moderate. Confined space situations may occur. The worker is subject to hazards, use of an air-purifying respirator required by OSHA, if necessary to the situation at hand. May encounter tasks involving communicable disease. Work in the presence of biological/chemical agents and fumes.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

Acknowledgement:

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:	
Employee signature:	Date:
Supervisor signature:	Date:

LaSalle County

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Print Employee Name:	
Employee signature:	Date:
Supervisor signature:	Date: