



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Coroner

| Position: Chief Deputy Coroner

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full Time

Salary Range: Grade 125: \$6,106 - \$8,214/mo. (DOQ)

Posting Opens: 03/19/2025

Posting Closes: Open until filled

First Review: 04/06/2025

DEPARTMENT / OFFICE

This is a non-represented position within the Lewis County Coroner's Office located at 585 NW Center Street, Chehalis, WA.

POSITION SUMMARY

The Chief Deputy Coroner supports the Coroner's Office by assisting with the development of both short- and long-term goals while providing supervisory, operational, and administrative services. As the second-in-command, the Chief Deputy Coroner acts on behalf of the Coroner in their absence. This role involves managing the office's daily operations, including facilities, equipment, technology, policies, procedures, and employee coordination, ensuring alignment with department and County standards. This position serves as a working manager and requires empathy and compassion for decedents and their families, with a focus on attention to detail, teamwork, and the ability to make independent decisions while adhering to policies and procedures.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum requirements and can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

MINIMUM REQUIREMENTS

- ▶ High School diploma or GED equivalent, minimum of three (3) years' experience in conducting medicolegal death investigations; AND one (1) year of experience in a supervisory, training, or mentorship role.
- ▶ CORE Certification through the WACJTC/WACME upon hire, or ability to obtain certification within one (1) year of hire as a condition of employment.
- ▶ Must possess a valid Driver's License.
- ▶ Must be available for 24-hour on-call work for up to 1 week per month and as needed due to call load.
- ▶ Must reside within Lewis County or within a 45-minute drive to the Coroner's Office located at 585 NW Center Street, Chehalis, WA 98532.

Preferred Qualifications:

- A Bachelor's degree in Criminal Justice or Forensic Science is preferred.
- Certification through ABMDI.
- Knowledge of and familiarity with MdiLog, Munis, and WHALES.

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.