

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Coroner Department, to fill one vacancy in the following job classification.

Job Classification: Administrative Deputy Coroner
Location: LaSalle County Forensic Center

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

Normal Regular Work Week: Monday through Friday

Hours of Work: Hours vary between 08:00 a.m. to 4:00 p.m.

Wage: \$18.50 per hour, and subject to current bargaining unit pay agreements and schedule.

Position is: Fulltime, Bargaining Unit, Employee Benefits Package

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/DocumentCenter/View/4544/Employment-Application-PDF>

Interested persons should apply by including a cover letter, resume, and the completed County job application and return it prior to 2/6/26, 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: Administrative Deputy Coroner

Work Location: LaSalle County Forensic Center

Division/Department: Coroner's Office

Reports to: LaSalle County Coroner

Employment Classifications:

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

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

Appointed by the Coroner and under the direct supervision and direction of the Coroner, this position performs a variety of routine, semi-routine, and moderately complex professional, managerial, administrative, technical and clerical work involved in the operations of the Coroner's office. This position is responsible for taking care of telephone inquiries, death investigation records, mail, correspondence, budget accounts, and other computer and office duties as requested by the Coroner. In addition, support is provided to the Coroner, Chief Deputy, Senior Deputy, and Deputy Coroners including addressing the needs of family members, law enforcement officers, funeral home personnel, and other citizen inquiries.

- Assist the Coroner
- Performs all job tasks within the rules and guidelines of the County's Safety Policy, Internal Procedure Manual and State of Illinois Coroner's and Medical Examiners Training Board Guidelines.
- Responsible for processing phone reports, compiling the information for the purpose of inputting it into the death record data base system.
- Respond to telephone requests and inquiries, as well as walk-in queries, from family members, medical personnel, funeral directors, hospice and home health care personnel, law enforcement officials, and the general public.
- May be required to assist the Coroner or Chief Deputy in emergency and or after-hours administrative duties of the office.
- Manage information in a timely and accurate manner, keeping the Coroner updated on the status of the office, budget, personnel, and administrative support functions.
- Ensures administrative processes comply with the county policies and legal requirements.
- Works with Coroner to identify and forecast current and projected needs within the office.
- Responsible for overseeing and performing daily budget and financial operations including accounts payable and receivable, personnel and payroll processing.
- Assisting the Coroner in the preparation of the annual budget, including expenditures, journal entries, budget adjustment requests, grant programs and other revenue.
- Prepares and organizes meeting agendas, conferences, meeting, and trainings for the Coroner's Office.
- Prepares various and annual finance statements and projections of funds.
- Prepares various administrative trainings to support employee development within the office.
- Maintains files and composes correspondence of a confidential and or sensitive nature.
- Manages special projects of a complex, administrative, technical, or confidential nature in compliance with HIPA Rules and Regulations.
- Prepares and presents daily, weekly, monthly, quarterly, and annual reports to the Coroner and Chief Deputy Coroner.
- Manages multiple email accounts; corresponds and routes emails appropriately.

Date Revised: 12-24

12-24-2025 Approvals Rich Ploch

- Receipt to summiteers all money received for document copies and cremation permits and submit monies received to County Treasurer
- Complete expense vouchers, submit approved vouchers to County Auditor, and maintain daily computer entry records of all fiscal year budget line-item expenses and income.
- Prepares statistical data and performs other duties as may be assigned by the Coroner.
- Team player with willingness to support departmental success.
- Works closely with Coroner, and Chief Deputy in maintaining professionalism of Coroner's Office.
- Prepares and proofs written correspondence, formats information for internal and external communication, memos, emails, presentations, reports, etc.
- Screens phone calls and manages various verbal communications.
- Facilitate call-forwarding to cell phone of on-duty night/weekday deputy.
- Manage and care for all office machines including typewriter, computer, fax, copy machine and multi-line telephone, and inventory office supplies and order as needed.
- Maintain computer data base for each death investigation including typing of file jackets and case labels for each death investigation and maintain file jackets in Coroner's files.
- Complete both permanent and temporary death certificates via IVRS.
- Complete cremation permits and maintain yearly sequential numbering log of same.
- Forward all mandated reports to State of Illinois Department of Public Health, Division of Vital Records and Division of Family Health (SIDS), Illinois Department of Aging, Illinois Department of Transportation, the Illinois Department of Children and Family Services, LaSalle County State's Attorney's Office, Attorney General's Office, Consumer Product Safety Division, and local law enforcement agencies.
- Must be compliant with the requirements of the National Incident Management System, and familiar with the key concepts, principles and benefits of NIMS.
- Compile Deputy Coroner compensation using by-weekly payroll record forms, and submit approved form to the County Payroll Department.
- Coordinates Hospice/Home Health Care offices during daily compilation of terminal patient reports.
- Report all suspected Sudden Infant Deaths to the IDPH Sudden Infant Death Syndrome program within 72 hours after death.
- May be required to attend meetings & training outside of the office at the request of the Coroner.
- Participates in on-going mass fatality planning and disaster management.
- Performs related work as required and assigned.
- May be reassigned in case of an emergency situation.
- General Disaster Duties as assigned by the Coroner, such as Disaster Victim Personal History and Identification Check-off List completions.
- Will provide supervision to the Part-Time Deputy Coroners and clerical staff as needed, in the absence of the Coroner, Chief Deputy, or Senior Deputy.

Education and/or Work Experience Requirements:

- High school graduate, or GED equivalent, and some college education preferred, with career training or experience in administrative office environments.
- Valid IL Drivers' license.
- Must be able to operate office equipment and be proficient in all Microsoft office programs.
- Working knowledge of medical terminology and clinical anatomy.
- General working knowledge of medical-legal investigation of death, budgeting matters, and the grieving process.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to follow direction and work independently.
- Ability to work productively under stress and with frequent interruptions.
- Possess a businesslike appearance and demeanor including a supportive view of county government, in particular the Coroner's Office and the ability to conform to office policy and county directives.
- Experienced in preparing financial statements and budgetary management.

Date Revised: 12-24

12-24-2025 Approvals Rich Ploch

- Prior supervisory or management skills is preferred.
- Detail oriented.
- Ability to perform multiple task during high call volume situations.
- Excellent organizational skills required.

Other Job-Related Duties as required by the Coroner and upon the successful completion of training requirements:

- Prepares, monitors and files a variety of technical, narrative statistical, and or mandated reports, including annual reports to outside agencies regarding statistics, case information, expenditures or various funds.
- Preforms some of the administrative functions of the Coroner in the absence of the Coroner and/or Chief Deputy Coroner
- Administrative Deputy Coroner shall obtain and maintain, certification on the Illinois Freedom of Information Act, and will have the primary responsibility of assuring that the requirements of the Act are maintained and requests are fulfilled in the absence of the Coroner.
- Will be required to obtain Notary Public Commission as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing of important documents, within one year of employment.
- Composes, prepares, transcribes, processes and or reviews a variety of written documents and correspondence; independently or at the direction of the Coroner or Chief Deputy Coroner. Documents include grants, legal documents, contracts, sensitive written correspondence, etc.
- Will be required to successfully complete, and obtain IL State LEADS certification within one year of employment.

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.

Requires sitting (5-8 hrs.), standing/walking (4-6 hrs.). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Constantly hold, reach, grasp, write, and perform repetitive motion. Defined Medium Work - May require exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Close visual acuity will be required to prepare and analyze data and figures, view computer terminal.

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 indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

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.

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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: