



CLARK COUNTY

Department of Human Resources
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Las Vegas, NV 89155-1791
(702)455-4565

<http://www.clarkcountynv.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
ASSISTANT CORONER**

Department Name: Coroner

Exam Number: 14723

SALARY

\$89,814.40 - \$139,172.80 Annually

OPENING DATE: 03/16/18

CLOSING DATE: 04/13/18 05:01 PM

ABOUT THE POSITION:

Plans, organizes, administers, reviews and evaluates all staff and activities of the County Coroner/Medical Examiner office; ensures that all state laws and County regulations are observed by staff.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

NOTE: A RESUME IS REQUIRED IN ADDITION TO THE COMPLETED EMPLOYMENT APPLICATION

This position is a confidential position.

MINIMUM REQUIREMENTS

Education and Experience: Must possess a minimum of (5) five years of full-time experience in one of the following categories with a minimum of (3) three years of managerial experience within that profession:

- **A licensed physician or other medical professional duly qualified pursuant to the laws of the state of Nevada to engage in such professional services**
- **A medicolegal professional**
- **A commissioned law enforcement officer**
- **A governmental agency (Federal, State, County, or Local)**

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

NOTE: A resume is required for this position. Applicants may be invited to the selection process based on specific criteria in their resume that may include managerial experience in a governmental agency and medicolegal work experience.

Working Conditions: Work with exposure to infectious and contagious diseases. Work in violent, traumatic or highly charged emotional environments. Work in off-hours situations on an emergency call-out basis.

Licensing and Certification: Possession of valid Nevada Class C driver's license at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Plans, manages, reviews and evaluates programs and staff to accomplish the goals and objectives of the County Coroner's office. Oversees or provides for the selection, training, professional development and discipline of staff. Develops and implements goals, objectives, policies, procedures and work standards for the Coroner's office; prepares and administers the department's budget. Establishes program strategies and orientation; analyzes and evaluates anticipated demand for future service. Ensures the performance of the functions of County Coroner as prescribed by state laws and the County codes. Represents the County in various activities and meets with the individuals and groups in both public and private agencies, governmental entities and the general public. Coordinates and administers all contract services. Organizes and directs emergency responses to disasters that require coroner services. Analyzes, evaluates and develops legislation to determine impacts to the County. Coordinates and directs the Coroner Inquest system. Coordinates and directs mortuary removal services in cases under the coroner's jurisdiction. Testifies in Court as necessary. Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Operates a motor vehicle to drive to crime scenes and disasters and to attend meetings.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to crime scenes and disasters and to attend meetings. Vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

An Equal Opportunity Employer

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ASSISTANT CORONER Supplemental Questionnaire

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1. In order to be considered for this position, you must include a resume in addition to the application. You can fax your resume to (702) 380-9905, attention Tanya Troser, Recruitment Analyst. Please include the recruitment title and exam number (14723) on the fax. As an additional option, you can attach your resume to your on-line application. Please note, your attachment must be a Word or PDF document and you must attach your document before you accept to 'Certify & Submit' your on-line application.



I understand I will be required to submit a resume with my application.

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Required
Question

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