

**BIG HORN COUNTY CORONER  
OPERATIONS ASSISTANT  
JOB DESCRIPTION**

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The Coroner Operations Assistant is responsible for carrying out the following duties in the Coroner's Office and Lab:

Office Administration

Employee will provide clerical assistance including but not limited to:

- Answering phone calls
- Preparing written correspondence
- Preparing document request responses including; photocopying reports, creation of electronic report documents and other items as needed
- Prepare, process and track all accounts receivable and account payable transactions
- Assist the Coroner with all aspects of county budget preparation and utilization
- Catalog and file documents and evidence as required
- Ensure all office equipment is in working order and all office spaces are free of clutter and meeting space is available for all internal and customer interaction.

Lab Assistant

Employee will provide lab assistance including but not limited to:

- Receive and promptly respond to phone calls, and other communication necessary to schedule facility usage.
- Greet and open the facility for visiting coroners, pathologist and others having business to conduct in the facility.
- Provide lab orientation, review of facility amenities and overview of policies to all practitioners who have not previously used the facility or who may need reminders of protocol or procedures based on past usage.
- Provide assistance as needed to visiting practitioners, ensuring their needs are met and access to all needed tools and equipment is available
- Employee will clean all lab equipment and surfaces following facility use, ensuring the facility is promptly prepared and fully equipped for its next use.

This position requires complete confidentiality, discretion, a high level of professionalism, and respect for all clients and families. This position must be comfortable dealing with delicate topics and grieving families. Compassion and composure in stressful situations is mandatory. This position will require unconventional evening and weekend hours accompanied by a wide variety of duties. This position will assist the Coroner with all aspects of the duties required of a coroner and coroner facility. Self-motivation, initiative and strong organizational skills with limited supervision is required to be successful in this position. This position requires proficiency in the use of office equipment, lab equipment, and strong computer skills including but not limited to Microsoft Office. Attention to detail is required in all aspects of this position.

Potential growth opportunities for this position include educational opportunities to develop skills necessary to receive certification to receive Deputy Coroner and/or Pathology Lab Assistant designations.

BIG HORN COUNTY IS SEEKING A  
PART TIME CORONERS ASSISTANT

The Big Horn County Coroner is seeking a motivated individual with a positive attitude for a part-time Coroner Operations Assistant position. The number of work hours per week will fluctuate dependent on facility usage. This position will be responsible for office operations as well as lab usage and cleaning. This unique opportunity requires an individual who is discreet, respectful, dependable and dedicated. This position will require unconventional evening and weekend hours as well as some regularly scheduled weekday hours for administrative duties. Strong communication and computer skills are required. A can do attitude and willingness to perform a wide variety of tasks are a must. This is an exciting opportunity with potential for professional development and career advancement. A job description is available on the Big Horn County Website at [www.bighorncountyyw.gov](http://www.bighorncountyyw.gov). Resumes should be submitted to the Big Horn County Clerk's office, PO Box 31 Basin WY, 82410 or via email at [lori.smallwood@bighorncountyyw.gov](mailto:lori.smallwood@bighorncountyyw.gov). Questions about this position may be directed to Big Horn County Coroner - Mr. Del Atwood 307-272-4705. Big Horn County is an Equal Opportunity Employer. This position will remain open until filled.