



Office of the Coroner
1047 MacArthur Road, Suite 200
Reading, PA 19605
610 – 478 – 3280
Fax: 610 – 478 – 3289
Intern Administrator

Internship Overview & Requirements

An intern with the Berks County Coroner's Office typically assists with various tasks related to death investigations, forensic pathology, and administrative duties. The following is an overview.

Primary Responsibilities

1) Observing Autopsies & Death Investigations

- a) Interns may be allowed to observe autopsies performed by forensic pathologists.
- b) They assist in taking notes, handling specimens, and learning about forensic procedures.

2) Scene Investigations

- a) Interns may accompany deputy coroners to death scenes to observe how investigations are conducted.
- b) They learn about evidence collection, body examinations, and photography at a variety of death scenes.

3) Documentation & Reports

- a) Assisting in preparing reports related to death investigations, including cause and manner of death.
- b) Helping with data entry for case files.

4) Toxicology & Evidence Handling

- a) Learning how toxicology samples are collected and processed.
- b) Assisting with the organization and transfer of evidence.

5) Interaction with Law Enforcement & Medical Personnel

- a) Observing coordination between the coroner's office, police, EMS, and forensic specialists.
- b) Attending briefings or meetings related to forensic cases.

6) Public & Family Interaction

- a) Learning how next-of-kin notifications are handled.
- b) Assisting in preparing documents for families regarding their loved one's death.

7) Clerical & Administrative Tasks

- a) Filing case documents, organizing evidence logs, and managing correspondence.
- b) Helping minor administrative needs.

Requirements & Qualifications

- Usually open to **current undergraduate students in their junior or senior year** in forensic science, criminal justice, pathology, or a related field.
- Must be comfortable around deceased individuals and potentially disturbing scenes.
- Must follow **strict confidentiality and ethical guidelines**.



Office of the Coroner
1047 MacArthur Road, Suite 200
Reading, PA 19605
610 – 478 – 3280
Fax: 610 – 478 – 3289
Intern Administrator

Specific Considerations

- Our coroner's office operates at the county level and follows Berks County's policy on internships.
- Internships are **unpaid** and may be scheduled between the hours of 0700-1700 Monday-Friday.

Interested individuals can follow the link to apply and select the requested time period. Any addition questions can be forwarded to coroner@berkspa.gov

The Office of the Coroner reserves the right to terminate the Internship/Intern at any time.