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**.

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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.