



DEPUTY CORONER JOB DESCRIPTION

Job Title: Deputy Coroner

Job Code: C0110C

Pay Grade: 118

Effective Date: January 2011

FLSA: Non-Exempt

Revision Date: December 2017

NATURE OF WORK

Under general supervision, performs thorough, systematic, and timely investigations to determine the cause and manner of death in cases referred to the Coroner's Office.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to the scene of death; secures or assists in securing the scene of death and protecting evidence; ensures identification of the decedent and arranges for transport to the morgue.
- Interviews individuals at the scene to obtain relevant information; reports any unusual or suspicious circumstances to the appropriate law enforcement agency and provides appropriate information to their personnel.
- Documents, impounds, examines and identifies all medications prior to proper disposition within a controlled manner.
- Governs custody of the demised body and appendages by inaugurating logistical support while maintaining chain of evidence. If decedent cannot be positively identified, locates and secures such items as medical and dental information to be used in the forensic process.
- Provides support and explanations of procedures and findings to family members or others; makes referrals to appropriate community agencies as warranted.
- Conducts follow-up investigations by searching records, personal effects, etc., and by interviewing individuals who may have relevant information; maintains contact with law enforcement agencies as required. Coordinates efforts with the police, courts, other County departments and agencies, as needed.
- Maintains and updates files and records related to investigations and enforcement activities; completes required project documentation, daily logs and reports.
- Gathers, documents and maintains the chain of evidence; maintains accurate records and files. Prepares written reports of findings and distributes to the proper authorities.
- Testifies in court regarding the content and validity of the findings.
- Photographs, receives, releases, and moves decedents; cleans autopsy suite.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment, and in internal and external environments with exposure to inclement weather for extended periods of time; heavy physical demands with the ability to lift and maneuver 100lbs, and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

High School diploma or GED equivalent, minimum of two (2) years' experience in conducting death investigations, or performing direct patient care in an emergency medical setting, or completion of one year's full-time college courses in criminal justice, forensics, anthropology, or a related field and one (1) year experience as defined above.

Must possess a valid Driver's License. Specific technical training and certifications may be required. Must be 21 years of age or older.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Applicable Federal, state, and City codes, laws, statutes, and ordinances.
- Principles and practices of death investigations, and scene safety and security.
- Techniques of investigating, inspecting, and securing a death scene.
- Principles of record keeping and records management.
- Customer service and public relations methods and practices.
- Basic concepts/procedures related to the criminal justice system;
- Basic procedures and techniques of evidence preservation.
- Techniques and procedures for conducting medico legal and related criminal investigations.
- Procedures for death scene and evidence preservation and documentation.

Skills in:

- Reading, understanding, interpreting and applying relevant County, State and Federal statutes, codes, rules, and regulations.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Using tact and diplomacy when conducting an investigation.
- Communicating effectively verbally and in writing.
- Obtaining information through interview and investigation
- Interpreting, applying and explaining federal, state and local laws related to the conduct of investigations and handling of property of decedents.