

JOB DESCRIPTION TELLER COUNTY

Job Title: Deputy Coroner

Classification: Non-exempt

Department: Coroner

Salary Range: On-Call \$75 flat rate
when called

Reports to: Coroner

Job Status:

SUMMARY OF JOB RESPONSIBILITIES:

The Deputy Coroner provides back-up for the Coroner; at the direction of the Coroner, respond to the scene of deceased persons; assist in and/or conduct investigations into the cause of death; write reports and maintain documentation of activities involved in death investigations; responsible for coordinating removal of deceased body with relatives and/or mortuary and provides initial instruction for care/maintaining the body as necessary for investigative purposes; examine the decedent for postmortem changes and trauma; document and safeguard personal effects until released to next of kin.

FUNCTIONS/TASKS: (All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position, will receive full consideration toward it.)

ESSENTIAL FUNCTIONS:

- (1) Respond to death scenes when notified.
- (2) Examine deceased to determine identification, physical description and estimated time of death.
- (3) Take charge of the body upon arrival and conduct a scene investigation to make a preliminary determination as to the manner and cause of death.
- (4) Take photographs of the body to preserve evidence, or lack of, to establish the manner and cause of death.
- (5) Take custody of personal effects.
- (6) Notify next of kin.
- (7) Coordinate an investigation for all available leads and contacts to confirm identity of deceased if necessary including interviewing witnesses regarding facts and circumstances of the death.
- (8) Determine the disposition of the body and arrange for transport, supervise removal and secure scene with other participating agencies.
- (9) Complete a variety of documents including investigative forms, death certificates, and state and federal forms.

OTHER FUNCTIONS/TASKS:

- (10) Attendance at autopsies as needed.
- (11) Perform similar duties as assigned.

Deputy Coroner (continued)

MINIMUM REQUIREMENTS *(The following requirements are necessary to reasonably ensure the County that the individual selected for this position, with or without accommodation, will be able to perform the essential functions/tasks of the position.)*

- (1) **Skills/Knowledge:**
Working knowledge, or ability to learn, State and County statutes and ordinances.
Working knowledge of first aid and medical procedures and practices.
Some knowledge of the human anatomy.
Ability to work with deceased human bodies under various conditions.
Some knowledge of fingerprinting and photography.
Ability to maintain confidentiality.
Ability to identify, properly preserve and document evidence.
Ability to establish and maintain effective working relationships with fellow employees, the public and other County officials.
Ability to interact and communicate with family members and friends in a comforting , compassionate manner.
Ability to write reports.
Ability to work with minimal supervision.
- (2) **Experience/Education:** High school diploma or GED plus two (2) years experience in a medical setting or any combination of education and experience. Associates degree in Mammalian Biological or Medical Sciences preferred.
- (3) **Visual Acuity/Hearing/Speaking:** Ability to read and review documents, reports and training materials and to observe activities while at crime scenes; to discuss situations and make presentations to the public and testify in court.
- (4) **Physical Effort/Dexterity:** Ability to stand, stoop, sit, bend, twist and lift and/or move at least 50 lbs.
- (5) **Environmental Factors:** May be exposed to communicable diseases, infections, blood and bodily fluids, unpleasant sights and smells.
- (6) **Work Schedule/Characteristics:** Ability to respond 24 hours per day, 7 days per week by phone as needed.
- (7) **Special Requirements:** Possession of a valid Colorado driver's license.

Est. 8/11

My signature below acknowledges that I have read and understand my job description and the requirements specified within.

Signature

Date

Print Name