

MORGAN COUNTY POSITION DESCRIPTION

TITLE	<u>Deputy Coroner</u>	GRADE	<u>5</u>
DEPARTMENT	<u>Office of the Coroner</u>	DIVISION	<u>Public Safety</u>
EXEMPT/NON-EXEMPT	<u>Exempt</u>	Revised:	<u>October 3, 2024</u>

GENERAL STATEMENT OF DUTIES:

Under direction from the Coroner, the Deputy Coroner will assist the Coroner with the operations regarding death investigations. The Deputy will conduct investigations and related procedures which fall under the jurisdiction of the Office of the Coroner and will be in charge when assigned by the Coroner.

SUPERVISION RECEIVED:

The Deputy Coroner is under direct supervision of the Chief Deputy Coroner.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. This job description is not designed to cover or contain a comprehensive list of all duties. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- Respond to scene of death and investigate the death scene, photograph, sketch, and properly remove or assist in removal of a body or bodies from scene.
- Collect physical evidence pertinent to the death investigation.
- Collect all pertinent biological evidence in the morgue, i.e., blood, hair, oral swabs.
- Interview families, friends, professionals, and others associated with the deceased.
- Obtain statements, documents, and related factual evidence.
- Examine and understand records needed in death investigation.
- Review information obtained to determine cause of death and identify the deceased when necessary.
- Administer proper procedures in notification of next-of-kin and releasing property.
- Will have necessary documentation for forensic pathologist prior to autopsy, including positive ID, pertinent social data, digital photographs of scene.
- Log clothing, property, and maintain proper chain of custody during autopsy, including evidence collection from deceased, photographing, and fingerprinting once autopsy is finished.

- Confer with medical, social, and law enforcement agencies related to investigation cases.
- Prepare investigative reports and maintain records.
- Must be available for on-call work as needed. This includes participation in a rotating on-call schedule to ensure coverage during evenings, weekends, holidays, or emergencies. On-call responsibilities may require responding to urgent issues and return to work on short notice outside of normal working hours.
- Take inventory of all medications taken into custody of law enforcement agencies.
- Arrange for autopsy transport as a priority.
- Follow all county policies and procedures.
- Attend autopsies as required.
- Attend all Emergency Preparedness/Mass Fatality trainings which will maintain the office preparedness skill and also fulfill any grant criteria.
- Review death reports for completeness and accuracy
- Reviews property sheet for property safekeeping and verifies items are in custody and control.
- The Deputy may be expected to perform job-related duties other than those contained in this job description and may be required to have specific job-related knowledge and skills.
- Assist with maintaining the required credentials and standards for office accreditation purposes.

QUALIFICATIONS:

- Knowledge of investigative techniques, interviewing techniques and procedures.
- Knowledge of applicable federal and state laws, rules, and regulations.
- Knowledge of Colorado Coroner's Statutes, Colorado Revised Statutes pertaining to collection of evidence and search warrants.
- Knowledge of basic medical terminology.
- Knowledge of resources used in obtaining applicable data.
- Knowledge of Coroner's archives recordkeeping practices.
- Ability to obtain information and evidence by observation, record examination and interview.
- Ability to analyze and evaluate information obtained from applicable sources.
- Ability to secure and present evidence in oral and written form.
- Ability to interpret and comply with laws and regulations governing investigation.
- Ability to establish and maintain cooperative work relationships with a variety of individuals and agencies.
- Ability to communicate clearly and concisely, both orally and in writing.

EXPERTISE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying.

- High School Graduate or equivalent
- Two years investigative experience,
- A minimum of Medicolegal Death Investigation Certification
- Applicable medical fields (paramedic, nurse).
- Management and/or administrative skills

LICENSES AND CERTIFICATIONS:

- Must possess and maintain a valid motor vehicle driver's license Issued by the State of Colorado
- Possession of or ability to obtain within 24 months from date of hire or promotion, the ABMDI certification.

PHYSICAL AND MENTAL REQUIREMENTS:

- Must have acceptable eyesight to perform investigator duties.
- Must have appropriate oral communications skills to effectively use, telephone, radio, and in public contacts.
- Must be able to sit, stand, or travel for long periods of time. Must be able to negotiate up and down stairs and on rough and/or uneven terrain.
- Must be able to travel to and from various work sites by car.
- Must be able to bend, stoop, stretch, twist, reach, kneel, crawl, squat, climb, and balance.
- Must be able to lift, carry, drag, or push an average body weight of 100 to 200 lbs or more both alone and with help.
- Must be able to climb ladders or stairs or climb up to and down from higher levels using unconventional methods.
- Must be able to work in hazardous or dangerous work area situations.
- Must have fine and gross motor skills; hand dexterity; full use of fingers, hands, and arms; and good grip strength to perform investigative duties.
- Must be capable of working under stressful conditions.
- Must have good cognitive skills and awareness of work accuracy.
- Must have the ability to concentrate on more than one task at a time, and to make independent decisions.

OTHER REQUIREMENTS:

- Must dress appropriately and professionally and be prepared for all types of weather.
- Must have basic computer skills for data entry and using Microsoft Word, (case management software and medical records research programs)
- Must participate in written knowledge evaluation.
- Must sign confidentiality waiver.
- Must pass criminal/driving background check.
- Must progress to the point where the coroner's office will be the direct responsibility of the deputy in the absence of the coroner for any length of time.

WORK ENVIRONMENT:

- Work is generally performed in all types of environments.
- Ability to function and work in all types of weather and scene extremes is required.
- The Deputy will frequently be exposed to certain biohazardous situations.
- Familiarity and willingness to use Universal Precautions is a must.
- Participate in quarterly reviews.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 100 pounds.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently: Activity exists between 1/3 and 2/3 of the time.

*Constantly: Activity exists more than 2/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee Signature:	Date:
Human Resources:	Date: