

Job Title: Chief Deputy Coroner

Prepared By: Coroner

Classification: Part-time

Prepared Date: May 12, 2015

Department: Coroner

Approved By: Human Resources

Reports To: Coroner

Approved Date: 2/3/2016

Location: 1002 South 3rd St.

FLSA Status: Non-Exempt

DEFINITION:

A Deputy Coroner will be considered for hire if requirements are met that are outlined in Deputy Coroner Job Description listed below.

SUPERVISION RECEIVED:

Deputy Coroner will be someone who is on orientation and Field Training Status, and will NOT be autonomous until their performance is evaluated by the Chief Deputy and Coroner. This will be determined by photographs, report writing, investigation skills, availability for call, written/verbal testing and also by self-evaluation and readiness. The length of this field training status shall be no longer than six months to include at least eight death scenes and attend three autopsies. At the completion of six months, participation and performance will be evaluated with the decision of progressing to become independent. The Deputy Coroner is under direct supervision of the Chief Deputy Coroner and the Coroner.

ESSENTIAL JOB FUNCTIONS:

1. Will have the ability to obtain Wyoming Coroner's Certification within one year of hire per Wyoming statute.
2. Will conduct investigations into the manner and cause of death of any individual whose death falls under the jurisdiction of the coroner as defined by Wyoming statutes.
3. Will attend autopsies and photograph the procedure.
4. Upon completion of the training program, will be allowed to investigate scenes independently as described above.
5. Initiates investigation into the cause and manner of death upon proper next of kin notification.
6. Collect all physical and pertinent biological evidence to include blood, urine or other specimens from the deceased as necessary
7. Interview families, friends professionals and others associated with the deceased to include obtaining statements, documents and related factual evidence.
8. Administer proper procedures in notification of legal next-of-kin.
9. Determine positive identification.
10. Log clothing and property while maintaining proper chain of custody
11. Follow all Albany County policy as outlined in the Albany County Employee Handbook.
12. Will help prepare for and attend Emergency Preparedness/Mass Fatality trainings which will maintain the office preparedness skill and also fulfil any grant criteria. This function is attended if the investigator's full time job allows.
13. Assists with maintaining the required credentials and standards for office accreditation purposes
14. Develop a written report outlining in detail the events surrounding the death investigation well enough to defend the report in court.
15. Any other duties as assigned by the Chief Deputy or the Coroner.

QUALIFICATIONS

Knowledge of:

- Investigative techniques, interviewing techniques, and procedures.
- Applicable federal and state laws, rules, and regulations.
- Wyoming Coroner's Statutes pertaining to coroner duties.
- Basic medical terminology.
- Sources used in obtaining applicable data.
- Coroner's archives recordkeeping practices.

Ability to:

- Obtain information and evidence by observation, record examination and interview.
- Be able to take a reasonable amount of call each month.
- Analyze and evaluate information obtained from applicable sources.
- Secure and present evidence in oral and written form.
- Interpret and comply with laws and regulations governing investigation.
- Establish and maintain cooperative work relationships with a variety of individuals and agencies.
- Communicate clearly and concisely, both orally and in writing.
- Maintain POST certification according to Wyoming statute.

Expertise and Training:

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

Experience:

- High School Graduate or equivalent
- Two to four years law enforcement or investigative experience,
- A minimum of two years in Medicolegal Death Investigation,
- Applicable medical fields (paramedic, nurse).

Licenses and Certifications:

- Possession of, ability to obtain the appropriate valid Wyoming Driver's License.
- Possession of or ability to obtain within one year from date of employment, a Medicolegal Death Investigator Certification acceptable to Natrona County Coroner.

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.
- Must participate in oral board.
- Must participate in written knowledge evaluation.
- Must sign confidentiality waiver.
- Must pass criminal/driving background check.
- Must maintain POST requirements for employment.
- Must commit to the call schedule on a monthly basis.