

# Valley County Job Description

<b>Job Title:</b>	Deputy Coroner	<b>Date Last Revised:</b>	January, 2015
<b>Reports to:</b>	Valley County Coroner	<b>FLSA Status:</b>	Non - Exempt

## Job Summary

Assists the Coroner in performing investigations and collection of evidence relating to 'sudden deaths' which refers to a death in which a physician has not been in attendance of the deceased or a death under questionable circumstance; determines identity of the deceased; identifies next of kin and notifies them of the death; assists families in resolving concerns relating to the death; and performs related duties as assigned by the Coroner. The Deputy Coroner may assist the Coroner in the following duties or be required to act on behalf of the Coroner as needed.

## Duties and Responsibilities

- Responds to calls relating to 'sudden deaths';
- Confers with police, doctors, hospital staff, families of the deceased, insurance investigators, lawyers, and media reporters;
- Examines the place of death for evidence of the cause of death and the identity of deceased;
- Coordinates autopsies;
- Conducts scene investigations in cases involving possible homicide or suicide;
- Collects samples of body fluids from the deceased person;
- Identifies next of kin and notifies them of the death;
- Provides assistance and comfort to family members who have strong emotional reactions to notification of death;
- Takes responsibility for the personal belonging of individuals who have no known relative;
- May attend autopsies to supply pathologists with facts relating to the death scene;
- May attend inquests and court hearings providing relevant information and testimony;
- Keeps supervisor informed of the status of cases; and may assist with written reports on cases listing pertinent case facts in manner and cause of death and body examination.
- May take photographs of the death scene;
- Performs related duties as required
- Must be reliable to respond to emergency and unplanned work calls and respond in a timely manner.

- Other duties as assigned.

### **Qualifications**

- High School Diploma or GED equivalency and the ability to train under the Coroner to meet the following knowledge and skill requirements. Bachelor's degree in a related field such as Respiratory Therapy, Radiology, Nursing or Medical Technologist or an equivalent combination of education and experience desired;
- Previous experience in death investigation preferred;
- Knowledge of probable causes of death under a wide variety of circumstances;
- Knowledge of the rules of evidence, including chain of custody standards;
- Knowledge of techniques of conducting an investigation and search procedures;
- Knowledge of human anatomy and physiology;
- Knowledge of medical terminology;
- Skill in providing comfort and assistance to people grieving the loss of family or friends;
- Skill in communicating in a clear and concise way in stressful situations;
- Skill in written communication;
- Ability to witness death scenes and observe and note details;
- Ability to remember details and large amounts of information;
- Ability to perform work successfully in high stress situations;
- Ability to use photographic equipment and take photographs;
- Ability to operate passenger cars or light trucks safely;
- The incumbent will be required to carry and respond to a cellular phone provided by the county;
- Must possess and maintain a valid Idaho driver's license;
- May require work at any time of day or night;
- This position has been designated safety sensitive; the applicant is subject to pre-employment testing and background check.

### **DISCLAIMER**

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.