

**Job Title: Coroner**

**Prepared By: Coroner**

**Classification: Part-time**

**Prepared Date: May 12, 2015**

**Department: Coroner**

**Approved By: Human Resources**

**Reports To:**

**Approved Date: 2/3/2016**

**Location: 1002 South 3<sup>rd</sup> St.**

**FLSA Status: Exempt**

**DEFINITION:**

Coroner will supervise the operations of the forensic division regarding death investigations.

The elected Coroner will conduct or review investigations or supervise all death investigations and related procedures which fall under the jurisdiction of the Office of the Coroner and will designate duties to a Chief Deputy or Deputies when the need arises. The Coroner will be duly elected and will follow all Wyoming State statues pertaining to the office of the Coroner.

**ESSENTIAL JOB FUNCTIONS:** Duties may include, but are not limited to:

1. 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.
2. Collect physical evidence pertinent to the death investigation.
3. Collect all pertinent biological evidence in the morgue, i.e., blood, hair, oral swabs.
4. Interview families, friends, professionals, and others associated with the deceased.
5. Obtain statements, documents, and related factual evidence.
6. Examine and understand records needed in death investigation.
7. Review information obtained to determine cause of death and identify the deceased when necessary.
8. Administer proper procedures in notification of next-of-kin and releasing property.
9. Will have necessary documentation for forensic pathologist prior to autopsy, including positive ID, pertinent social data, digital photographs of scene.
10. Log clothing, property, and maintain proper chain of custody during autopsy, including evidence collection from deceased, photographing, and fingerprinting once autopsy is finished.
11. Confer with medical, social, and law enforcement agencies related to investigation cases.
12. Prepare investigative reports and maintain records.
13. Communicate with administrative assistant/office manager regarding any grant procedures.
14. Maintain a working call schedule.
15. Oversee all vehicle and equipment maintenance and repair including inventory of all morgue and office access keys.
16. Assure all supplies are at par inventory and order supplies accordingly.
17. Take inventory of all medications taken into custody of law enforcement agencies.
18. Arrange for autopsy transport as a priority.
19. Act as field training officer for all newly hired deputy coroners maintaining personnel records as required.
20. Follow all county policy as outlined in the Albany County Employee Handbook.
21. Attend autopsies as required.

22. Attend all Emergency Preparedness/Mass Fatality trainings which will maintain the office preparedness skill and also fulfil any grant criteria.
23. Supervise and assist investigators through the process of navigating through the process in the event of an exposure as a result of working as an investigator.
24. Review death reports for completeness and accuracy
25. Reviews property sheet for property safekeeping and verifies items are in custody and control.
26. The Coroner 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.
27. Assist with maintaining the required credentials and standards for office accreditation purposes.
28. Attend all meetings with Commissioners and other elected officials as needed.
29. Prepare all vouchers and have them ready to turn in per the pay schedule.
30. Sign payroll and approve on call hours.
31. Prepare annual work evaluations for all employees.

## **QUALIFICATIONS**

### **Knowledge of:**

- Investigative techniques, interviewing techniques and procedures.
- Applicable federal and state laws, rules, and regulations.
- Wyoming Coroner's Statutes, Wyoming Revised Statutes pertaining to collection of evidence and search warrants.
- Basic medical terminology.
- Resources used in obtaining applicable data.
- Coroner's archives recordkeeping practices.

### **Ability to:**

- Be elected in Albany County.
- Obtain information and evidence by observation, record examination and interview.
- 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.
- Supervise and train assigned staff when directed.

### **Expertise and Training:**

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

### **Desired Experience:**

- High School Diploma or equivalent
- Two to four years investigative experience,
- or a minimum of two years in Medicolegal Death Investigation,
- and applicable medical fields (paramedic, nurse).
- Management and/or administrative skills

### **Licenses and Certifications:**

- Possession of, ability to obtain and appropriate, valid Wyoming Driver's License.
- Possession of or ability to obtain within one year from date of hire or promotion, the Basic Coroner certification at the Wyoming Law Enforcement Academy as required by Wyoming statute.
- Diplomat with the American Board of Medicolegal Death Investigators. (ABMDI) within three years of employment.

### **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 written knowledge evaluation.
- Must sign confidentiality waiver.
- Must pass criminal/driving background check.
- Must demonstrate administrative and management ability.