POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA

POSITION: Deputy
DEPARTMENT: **Coroner**
WORK SCHEDULE: **As assigned**
JOB CATEGORY: **POLE (Protective Occupations, Law Enforcement)**

DATE WRITTEN: December 2008 **STATUS: Full-time**
DATE REVISED: **FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy for Perry County Coroner, responsible for assisting in performing thorough and timely investigations to determine the cause and manner of death in cases referred to the Coroner's Office.

DUTIES:

Assists in investigating deaths reported to the Coroner's Office according to applicable state and local laws, regulations, and guidelines.

Assists in observing, documenting, and photographing scene of death and/or body and interviews individuals at the scene to obtain relevant information. Reports any unusual or suspicious circumstances to appropriate law enforcement agencies.

Assists in documenting, impounding, examining and identifying all medications and/or drugs prior to proper disposition.

Arranges delivery of body(s) for autopsy and transportation of body(s) to funeral home or morgue. Observes and documents autopsies with photographs and written documents.

Determines next of kin and provides personal notification of decedent. Secures personal possessions of decedent and releases to appropriate individual.

Interviews witnesses and/or relatives of the decedent and verifies medical history of decedent. Provides support and gives detailed explanations of legal procedures and findings to appropriate family members.

Assist in reviewing crime laboratory reports, pictures, and other documents to aid in investigations. Completes death records, prepares written reports of findings, and distributes to proper authorities. Maintains complete and accurate records and files.

Attends in-service or other training programs for certification/recertification in specialized areas.

Serves on 24-hour call and responds to emergency scenes from an off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to possess and retain Indiana State Medico-Legal Death Investigation certification issued by the Indiana State Corner Training Board.

Must be at least 21 years of age.

Complete knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Perry County Coroner's Office and ability to apply appropriate procedures accordingly.

Knowledge of local, state, and federal laws, codes, ordinances and procedures, and ability to apply evidence collection/preservation techniques, conduct thorough investigations, and assist law enforcement agencies with case preparation.

Knowledge of basic medical terminology and concepts, particularly as related to the identification of cause of death.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Working knowledge of radio frequencies, codes, procedures and limitations.

Working knowledge of universal health precautions and blood borne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written report within established deadlines.

Working knowledge and proper use of personal protective equipment (PPE).

Considerable knowledge of community geography.

Ability to operate standard office and investigative equipment, such as computer, calculator, camera, and fingerprint equipment.

Ability to effectively communicate orally and in writing using tact and diplomacy, with other co-workers, City/County departments, pathologists, hospitals, laboratory technicians, police and fire departments, bereaved families, news media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to compare or observe similarities and differences in data, compile, analyze, and evaluate data, and make determinations based on data analyses.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and perform arithmetic calculations.

Ability work irregular, extended, evening and/or weekend hours as needed and occasionally travel out of town for training or during the course of an investigation, sometimes overnight

Ability to serve on 24-hour call and respond to emergencies from an off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of investigative duties according to legally defined procedures and standard Department policies, with priorities primarily determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented circumstances. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through legally defined procedures. Undetected errors could lead to inconvenience to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City/County departments, pathologists, hospitals, laboratory technicians, police and fire departments, bereaved families, news media, and the public for purposes of giving and receiving information.

Incumbent reports directly to County Coroner.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in hospitals/medical settings and/or death scenes, involving Sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, keyboarding, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Incumbent is regularly subject to weather extremes, disturbing evidence, dead bodies, infectious and contagious diseases, noxious fumes, hazardous chemicals/materials, and distraught and/or potentially violent persons. Protective clothing/equipment must be worn at all times and universal health precautions must be followed to ensure safety of self and others.

Incumbent works irregular, extended, evening and/or weekend hours as needed and occasionally travels out of town for training or during the course of an investigation, sometimes overnight. Incumbent regularly serves on 24-hour call and responds to emergencies from an off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

_____ _____
Applicant/Employee Signature Date

_____
Print or Type Name