

Hendricks County
Job Description

Title: Deputy Coroner

FLSA Status: Non-Exempt

Department: Coroner

Pay Band: POLE 3

Supervisor: Coroner

PURPOSE OF POSITION:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent serves as Deputy Coroner for the Coroner, responsible for assisting in investigating and assisting in certifying cause and manner of death in any suspicious, unusual or unnatural human death.

ESSENTIAL FUNCTIONS:

- Performs all duties of Coroner in his/her absence.
- Investigates deaths reported to office per applicable state and local rules, regulations and guidelines, including observing, photographing, and documenting scene of death, and examining, photographing, and documenting body.
- Interviews witnesses and/or relatives of decedent, and verifies medical history of decedent. Consults with various agencies as appropriate, including Sheriff, municipal police departments, fire departments, Indiana State Police, and emergency medical services.
- Determines need for specimen draws or autopsies, and witnesses autopsies as needed.
- Completes investigatory documents and reports as required, such as lab requests, Coroner's verdict, investigation reports, fatal accident and SIDS reports. Maintains related case files.
- Renders/certifies cause and manner of death, and provides documentation to agencies and individuals as requested. Determines next of kin and provides personal notification of casualty as needed. Secures personal possessions of decedent and releases to appropriate individual.
- Periodically provides information regarding investigations to news media, and makes depositions as required.
- Attends and successfully completes State Commission certified death investigation class as required and maintains certification for duration of employment.
- Serves on 24-hour call rotation.
- Performs related duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High school diploma or GED and ability to successfully complete required training.
- Thorough knowledge of and ability to make practical application of state and local rules and regulations regarding duties and authority of coroners.
- Working knowledge of and ability to make practical application of various related fields of science, such as pathology, forensics, anatomy, and criminal investigation.
- Working knowledge of blood borne pathogens control, and ability to follow universal health precautions at all times to prevent infection of self and others.
- Ability to properly secure death scenes, bodies, collected evidence, and personal property of decedent, in conjunction with police agencies.
- Ability to properly operate a computer and camera, and accurately complete required documents and reports.
- Ability to effectively communicate orally and in writing with state and local law enforcement, other emergency personnel, mortuaries, news media, physicians, witnesses, decedents' next of kin, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to periodically provide testimony in legal proceedings.
- Ability to lift and carry a minimum of 60 pounds
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.
- Ability to adapt to changing work environments and irregular hours. Ability to regularly work extended, weekend and/or evening hours, and occasionally travel out of town, but not overnight.
- Ability to serve on 24-hour call rotation, and appropriately respond from off-duty status, despite the stress of exposure to distraught persons and disturbing evidence, such as deaths involving violence.
- Possession of a valid Indiana driver's license and clean and safe driving record.
- As a result of the duties associated with this job, there is the potential of becoming exposed to blood borne pathogens and other potentially infectious diseases. To safeguard employees and eliminate the liability placed on Hendricks County, employees working in this position shall be offered the three shot Hepatitis B vaccination and subsequent training within 10 days of their initial job assignment per OSHA 29 CFR 1910.1030(f)(2)(i). The initial and two subsequent vaccinations shall be administered by the Hendricks County Health Department and free of charge to the employee. If the employee has previously received the three shot Hepatitis B vaccination, official

documentation must be provided to the supervisor identifying the dates in which each shot was appropriately administered. A Declination form must be completed, outlining the medical reasons for the temporary declination and forwarded to the Chief Deputy

RESPONSIBILITY:

Incumbent performs a broad scope of duties involving non-routine decisions in determining unexplained human deaths. Incumbent's decisions regarding cause and manner of death are final and cannot be overruled. Work is performed per legally defined procedures, and standard practices of the profession, and is reviewed for soundness of judgement, technical accuracy, and compliance with legal requirements and department policy.

WORKING RELATIONSHIPS:

Incumbent communicates frequently with state and local law enforcement personnel, other emergency personnel, mortuaries, news media, witnesses, decedents' next of kin, and the public, for purposes of exchanging information, coordinating investigations, and resolving problems. Incumbent reports directly to Coroner.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Incumbent performs duties in a standard office environment, in a vehicle, and at scenes of death, involving sitting and walking at will, bending, crouching/kneeling, working in confined areas, handling/grasping objects, and occasionally lifting/carrying objects weighing more than 60 pounds. Incumbent may be exposed to distraught individuals, disturbing evidence, inclement weather, and blood borne pathogens, for which universal health precautions must be followed at all times to prevent infection of self and others. Incumbent serves on 24-hour call rotation. Incumbent regularly works extended, weekend and/or evening hours, and occasionally travels out of town, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Coroner for the Coroner 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