



KITSAP COUNTY
invites applications for the position of:
DEPUTY CORONER

SALARY: \$25.39 - \$34.98 Hourly
\$52,811.20 - \$72,758.40 Annually

OPENING DATE: 02/24/17

CLOSING DATE: 03/20/17 11:59 PM

OVERVIEW:

Kitsap County Coroner's Office Information

Nationally Accredited Agency with? International Association of Coroners and Medical Examiners

The Coroner's Office Goals and Priorities

To serve the citizens of Kitsap County by providing professional investigations into the deaths of all individuals that die within the County.

To maintain an adequate staffing level to provide all mandated services.

To maintain a safe & healthy working environment for the Coroner's staff.

To provide adequate equipment, training, and support to the staff.

To provide compassionate assistance to the families and loved ones in dealing with death.

To provide assistance, training, and education to other agencies and groups requesting our services.

To provide a statistical annual report of deaths within the county.

Position Information

The responsibilities of this position include performing technical work to investigate all deaths within the County to determine the cause and manner of death. Duties include screening reported deaths, body and scene investigation, identifying locating and notifying next-of-kin, interviewing witnesses, assisting at autopsies, maintaining the facilities and vehicles, and performing other duties as assigned including clerical functions to support the effective operation of the office.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:

Required Education and Experience

- High School Diploma/GED, and
- Two years of paid or volunteer experience in a law enforcement position (Commissioned Officer), firefighter/EMS, military investigation experience or medical field (such as: EMT/Nursing LPN or RN); **OR**
- Any equivalent combination of experience, education and training which provides the applicant with the skills, knowledge, and ability required to perform the work.
- Note: Relevant post-secondary education from a college or university accredited by an agency recognized by the U.S. Department of Education in biology, physiology, forensic studies and anatomy may substitute to up to one year of required experience.

Preferred Education, Experience and Other Qualifications

- Completion of courses in biology, physiology, forensic studies and anatomy from a college or university accredited by an agency recognized by the U.S. Department of Education.

- Six months of experience conducting death investigations for Coroners, Medical Examiners or Law Enforcement.
- Possession of National Death Investigators Certification through American Board of Medico-legal Death Investigation (ABMDI).

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: *The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.*

Prior to employment the successful candidate must:

- Pass a criminal background check through law enforcement agencies.
- Pass a medical/physical and psychological evaluation.
- Submit a copy of their State employment driving record to verify their eligibility to drive for Kitsap County, and
- Submit official transcripts from an accredited college or university if education is being used to meet the minimum qualifications.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License
- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business.

Within six months of employment the successful candidate must:

- Possess a current Washington State First Aid/CPR certification

Within three years of employment the successful candidate must:

- Possess National Death Investigators Certification through ABMDI (American Board of Medico-legal Death Investigators).

Required Knowledge, Skills and Abilities

Knowledge of:

- State and local laws regarding deaths and human remains.
- Methods, techniques, equipment and practices of handling decedents, property and evidence.
- Basic techniques used in interviewing, photography, investigation and report writing.
- Procedures necessary to inspect, prepare, and transport a body for autopsy, preservation and collection of evidence.
- Equipment and supplies necessary to maintain the office, morgue facility, coroner vehicles and forensic photography.
- Medical terminology, prescription drugs and their application.
- Office procedures, practices and equipment.
- Law Enforcement operations in Kitsap County and the Kitsap County road system are desired.

Skills and Ability to:

- Appear for scheduled work with regular, predictable and punctual attendance.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
- Effectively plan and organize work and complete tasks within prescribed timeframes. Write comprehensive reports and business correspondence.
- Effectively present information and respond to questions from law enforcement, fire departments, grieving and sometimes hostile families, and the general public in order to advance the quality of community service.
- Analyze and evaluate death scene evidence and make preliminary finding as to the cause and/or manner of death.
- Conduct thorough and complete interviews and investigations of death scenes.

- Make independent judgments and initiate appropriate action.
- Communicate effectively, both orally and in writing.
- Prepare and maintain accurate records and reports of activities.
- Demonstrate empathy with surviving families.
- Assist in autopsies as required. Operate standard office equipment such as a computer, copy/fax machine, calculator.
- Type accurately and efficiently.
- Safely drive an automobile.
- Physically perform the essential functions of the position.
- Work holidays, during inclement weather conditions, weekends, over 40 hours in a work week, and all shifts as needed.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work performed in a variety of settings office and field.
- Sitting (when driving) or standing.
- Bending, stooping, twisting, reaching, handling and grasping various items while conducting investigations.
- Walking, balancing sometimes over rough, uneven or undeveloped terrain.
- Visual acuity sufficient to drive, read written materials and road signs, see detail of maps, gauges etc,
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately when conveying or receiving information or instruction.
- Exertion of force of 100 pounds with or without assistance occasionally, and/or 35 pounds frequently to lift/carry/move objects, files, and other materials.

Incumbents may be:

- Exposed to unfavorable working conditions such as in inclement weather, accident scenes, infection disease, or blood-borne pathogens.
- Exposed to hazards while driving.
- Subject to 24-hour availability and must be willing to work non-standard hours, including long shifts, rotating shifts, holidays and week-ends, as required.

ILLUSTRATIVE EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

- Participate in the development and modification of methods, techniques, and procedures for death investigation services, protocols, methods and procedures.
- Receive calls on every death occurring within the County. Confer with physicians, police agencies, fire departments or other involved parties to determine whether or not to investigate each death.
- Respond to calls relating to violent or sudden deaths. Examine death scenes and confer with appropriate parties including witnesses, next-of-kin, law enforcement officers and medical personnel to ascertain circumstances, medical history and the cause of death. Photograph death scenes. Make positive identification and take possession of or secure and account for personal effects of deceased.
- Secure, protect, and retain the chain of evidence at crime scenes; coordinate investigation with law enforcement, prosecutor or other involved agencies.
- Gather and transport human remains and evidence to the County morgue; may coordinate transportation arrangements of human remains and evidence.
- Prepare complete and comprehensive documentation of investigations and complete other

- reports to support the cause and manner of death. Fill out and sign death certificates indicating classification and method of death.
- Determine need for an autopsy and sign autopsy authorizations. Witness and may assist in autopsies including body preparation, collection of tissue and fluid samples. Assist with the collection and preservation of physical and biological evidence and testify in court as needed.
 - Secure, package, and send body fluid samples to the toxicology laboratory and notify appropriate parties of the results, when applicable.
 - Identify and locate next-of-kin and make in person notification when in Kitsap County. Identify and request local jurisdiction to make in-person death notification, when not located in Kitsap County.
 - Maintain cleanliness of the office and morgue facilities, equipment, and vehicles; check equipment, order supplies and maintain appropriate records.
 - Serve as office liaison with other agencies such as law enforcement, fire, funeral homes, etc.
 - Perform clerical functions such as maintenance of case logs and reports, typing of correspondence and other reports.
 - Train or assist in training of new personnel and at times give presentations to the general public, the military and other law enforcement agencies in the proper techniques of death investigation or general guidelines of death investigation and coroner duties.

Other Job Duties:

- Serve as the Chief Deputy Coroner in his/her absence.
- Perform other related duties as assigned.

OTHER POSITION RELATED INFORMATION:

This position is:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement. Union membership or service fee obligation is mandatory within 30 days of employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kitsapgov.com>

Position #2017-DEPCORONER
DEPUTY CORONER
CM

614 Division St, MS#23
Port Orchard, WA 98366
360.337.7185

DEPUTY CORONER Supplemental Questionnaire

- * 1. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
☐ YES
☐ NO
- * 2. Employees in this department are considered 'essential employees' and are expected to report to duty on time and remain at work until the end of the scheduled shift even if an inclement weather event or emergency is declared. Are you able to meet this requirements?
☐ YES
☐ NO

- * 3. I understand that all related experience must be listed under the work history to quantify and qualify my application; it must include a detailed explanation of my roles and responsibilities at each relevant employer. Resumes are not rated or reviewed for minimum and preferred qualifications. I also understand that an incomplete application or lack of details will disqualify my application.
 - ☐ YES
 - ☐ NO
- * 4. How do you meet the minimum qualifications of this position: (All relevant experience must be listed on your application (not resume) to be considered for this employment opportunity.)
 - ☐ Two years of paid or volunteer experience in a law enforcement position (Commissioned Officer), firefighter/EMS, military investigation service, or medical field (EMT/Nursing LPN or RN)
 - ☐ One year post-secondary education in biology, physiology, forensic studies, anatomy or other relevant field, AND one year paid or volunteer experience in a law enforcement position (Commissioned Officer), firefighter/EMS, military investigation experience, or medical field (EMT/Nursing LPN or RN)
 - ☐ Education only
 - ☐ No relevant experience
- * 5. Do you have 6 months experience conducting death investigations for Coroners, Medical Examiners, or Law Enforcement?
 - ☐ YES
 - ☐ NO
- * 6. Describe your experience conducting death investigations, including years of experience, approximate caseload, and your role in the investigation.
- * 7. Are you certified through the American Board of Medico-legal Death Investigation (ABMDI) with the National Death Investigators Certification? *If yes, please attach a copy of the certification.
 - ☐ YES
 - ☐ NO
- * 8. (DRA-01) Do you have a valid driver's license? NOTE: You must possess a valid Washington State Driver's License by the time of appointment. (Required per the Fleet Risk Control Policy.)
 - ☐ Yes
 - ☐ No
- * 9. (DRA-02) Have you had your license for at least one year? (Required per the Fleet Risk Control Policy.)
 - ☐ Yes
 - ☐ No
- * 10. (DRA-03) Are you at least 18 years old? (Required per the Fleet Risk Control Policy.)
 - ☐ Yes
 - ☐ No
- * 11. (DRA-04) Has your driver's license been suspended for any reason in the last 3 years?
 - ☐ Yes
 - ☐ No
- * 12. (DRA-05) Has your driver's license been suspended for any reason more than once in the last 5 years?
 - ☐ Yes
 - ☐ No

- * 13. (DRA-06) Has your driver's license been revoked in the last 5 years?
☐ Yes
☐ No
- * 14. (DRA-07) Have you been convicted once in the last 3 years, or twice in the last 5 years for reckless driving or other similar offenses (e.g. careless driving)?
☐ Yes
☐ No
- * 15. (DRA-08) Have you been convicted in the last 5 years for any driving offense involving the use of drugs, alcohol or any controlled substances?
☐ Yes
☐ No
- * 16. (DRA-09) Have you been convicted in the last 5 years for a hit-and-run offense involving bodily injury or reportable property damage?
☐ Yes
☐ No
- * 17. (DRA-10) Have you been found at-fault for two or more accidents in the last five years, or found at-fault in any accident in the last five years resulting in a fatality?
☐ Yes
☐ No
- 18. (DRA-11) Your driving record for the last 5 years will be reviewed. Please list all traffic violations for the last 5 years below. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.
- 19. (DRA-12) Please list all pending driving related charges. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.
- * 20. (DRA-13) I understand depending upon my answers to the above driving related questions and after a review of my driving record I may be disqualified for this position. I also understand that I will be required to provide a copy of my Employment Driving Record prior to appointment for verification of a safe driving record.
☐ Yes ☐ No

* Required Question