

JOB OVERVIEW

CLASSIFICATION TITLE: Deputy Coroner

DEPARTMENT: Coroner

SUMMARY:

The purpose of this position is to investigate all deaths in the County, to include natural, accidental, suicide, and homicide deaths, and determine a cause and manner of death. Coroner on-call is dispatched to a location of a death and thoroughly examines the body for wounds, injuries, or other trauma as well as signs of foul play. Photographs the body and documents anything that is seen. Interviews those on scene to discuss events leading up to the death as well as any medical issues. If family is unavailable, the coroner locates information to notify family members. Coordinates with other agencies such as a forensics unit, law enforcement, highway patrol, EMS, and the fire departments to manage the scene. Collects, logs, and stores personal effects found on the body into evidence in the Coroner's Office. Schedules and attends autopsies and requests toxicology on all necessary decedents. Communicates results of toxicology and other reports to the deceased's family. This position has no supervisory requirements.

JOB DUTIES

ESSENTIAL TASKS:

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Investigates natural and accidental death, suicide, and homicide.

Talks with families and witnesses in efforts to better determine a cause and manner of death.

Takes photographs of every decedent.

Schedules and attends autopsies and requests toxicology on all necessary decedents.

Determines cause and manner of death.

Follows-up with families upon completion of above stated steps and meeting with them to discuss the final reports (autopsy and toxicology).

Logs all evidence brought back to the office from the decedent as well as any blood drawn from the decedent into Evidence Tracking Software.

OTHER DUTIES:

This position requires working at least seven (7) twenty-four (24) hour shifts a month to include a seventy-two (72) hour weekend on an on-call schedule as well as being in the office the remaining days. Additional job duties include a rotation of the coroners in the office to drive to Columbia, SC to the South Carolina Law Enforcement building to deliver any blood ready for testing and attending two coalitions in the County (both monthly).

QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS:

Completion of high school/GED. Requires three years of experience. Education can be considered for experience.

CERTIFICATIONS AND LICENSES:

Must maintain hours for the South Carolina Coroner's Association, must possess medical or criminal justice background. All investigative staff must pass the ABMDI certification within one year of employment. Community involvement, CWP, Nursing License, or Emergency Medical Technician Certification, and Law Enforcement background preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to determine cause and manner of death. Knowledge of SC Code of Laws governing the Coroner's Office. Ability to communicate effectively both orally and written. Ability to interact with other agencies. Requires in-depth knowledge of crime scene procedures as well as normal versus abnormal circumstances at a death scene. Knowledge of medical procedures, terminology, and practice.

COMPLEXITY/SCOPE OF WORK

PROFESSIONAL: Work requires advanced learning acquired by a prolonged course of specialized intellectual instruction; or work involves advising clients or assisting customers or clients with running their business.

Perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact. Example: May require the use of creative ability and resourcefulness in the analysis and solution of complex problems; may develop new approaches or methodologies to solve problems not previously encountered.

Follow complex rules or systems, using professional literature and technical reports; or enforce laws, rules, regulations, or ordinances.

Communicate information among co-workers, customers, vendors, and management; or speak before professional groups; may write complex articles and reports or develop presentations for specialized audiences; may read scientific or technical journals or reports.

Perform semi-skilled work involving some set procedures and frequent problem-solving.

FINANCIAL AUTHORITY

Manage inventory, property, or loss control.

TOOLS AND EQUIPMENT USAGE

Use office machines such as copiers or calculators. Use computers for data entry word processing, spreadsheets, PowerPoint presentations, or custom applications. Use County owned vehicle to arrive at death scenes, and a camera to photograph the scene as well as two way hand held radios.

PHYSICAL DEMANDS / WORK ENVIRONMENT

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires work involving: sitting, reaching with hands and arms, climbing, or balancing under 1/3 of the time; standing, walking, gripping or feeling with hands, stooping, kneeling, crouching, or crawling, tasting, or smelling 1/3 to 2/3 of the time; talking or hearing over 2/3 of the time; and lifting more than 100 pounds over 2/3 of the time.

VISION REQUIREMENTS:

No special vision requirements.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

The job may risk exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, poor ventilation, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, burn hazards, potential for violence/physical altercations, and health hazards such as entering unsanitary homes and insects.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

RVISOR

DATE **SUPE**

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

OYEE

DATE **EMPL**

York County is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.