



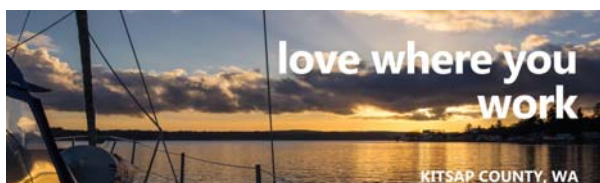
KITSAP COUNTY
invites applications for the position of:
**DEPUTY CORONER (2
PART TIME POSITIONS)**

SALARY: \$25.64 - \$35.34 Hourly

OPENING DATE: 01/18/19

CLOSING DATE: 02/04/19 11:59 PM

OVERVIEW:



Kitsap County Coroner's Office Information

This unique opportunity for two part-time positions to work in a dynamic and Nationally Accredited Agency with International Association of Coroners and Medical Examiners is rare. The ideal candidate will have proven experience and have the ability to provide compassionate assistance to families that are coping with the loss of their loved one. The Office is instrumental in the investigation as well as the prevention of deaths. Coroner's Office staff are involved in prevention groups such as Survivors of Suicide, Mothers against Drunk Drivers, Kitsap County Traffic Safety Task Force and Reduce Under Age Drinking.

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, collaborating with other agencies, identifying 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 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).

Driving Requirements

The successful incumbent must meet the driving requirements of this position and submit a copy a current driving record/abstract (from state of residency) to review for eligibility to drive for Kitsap County prior to employment. The successful incumbent must obtain a valid Washington State Driver's License prior to hire and maintain a satisfactory driving record as outlined in the Kitsap County Vehicle Use Policy. This position is categorized as **Category 1 Driver operates County-owned vehicle.**

Criminal Conviction Standards:

- The successful incumbent will or may have unsupervised access to children under 18 years of age, a vulnerable adult, or a vulnerable person, or access to a secured/confidential facility or computer system(s). As a result, Kitsap County will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting. Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position:
<https://www.dshs.wa.gov/sites/default/files/FSA/bccu/documents/Secretary%27sCrimesListforALLPrograms.pdf>

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.
- Submit official transcripts from an accredited college or university if education is being used to meet the minimum qualifications.

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, infectious 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:

- Perform other related duties as assigned.

OTHER POSITION RELATED INFORMATION:

- **Who May Apply:** This position is open to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process, which may include testing for office and computer skills.
- This position is classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

- Covered under a collective bargaining agreement with AFSCME 1308. **Internal applicants should be aware that a change in union status or bargaining unit may impact your benefits and accruals. Please contact Human Resources if you have questions.**
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact our Human Resources Office.
- Work hours may vary; but will include weekends, evenings and holidays. Flexible hours are available, as approved by management.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/kitsap>

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

cmackie@co.kitsap.wa.us

Position #2019-DEPCORONER
DEPUTY CORONER (2 PART TIME POSITIONS)
CM

DEPUTY CORONER (2 PART TIME POSITIONS) 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 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. Driving Standard: This position will be operating a county owned vehicle successful candidates must meet this driving standard to be considered for this position. The standard for operating a county owned vehicle is as follows: • The applicant MUST be 18 years of age and has their driver's license for at least one year. • The applicants license must be in good standing. (It cannot be suspended or contain restrictions that prohibit or impact the legal ability to operate vehicles or revoked once (or more) in the last three years.) • The applicant's drivers record in the last three (3) years is clear from the following types of violations: o Reckless driving or similar offense o DUI conviction involving use of alcohol or drugs o Hit-an-run offense involving bodily injury or reportable damage o At-Fault collision (Two or more; or any at-fault collision resulting in a fatality) o All other traffic offenses (except parking violations) three (3) or more (or more than one in last 12 months) Please note: Any major traffic violations not listed in the above will be addressed on a case by case basis and could be a disqualifying factor for driving vehicles on County business
- ☐ Yes, I meet this standard and have a clear driving record.
 - ☐ No, I do not meet this standard. (If your answer is no, you do not qualify for this position)
9. Driving Record: Your driving record for the last 3 years will be reviewed. Please list all traffic violations and/or pending driving charges for the last 3 years below. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.

* Required Question