

**CLARK COUNTY**

Department of Human Resources
500 S. Grand Central Pkwy, 3rd Floor,
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Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
SENIOR CORONER INVESTIGATOR**

Department Name: Coroner
Exam Number: 16199

SALARY

\$50,024.00 - \$77,521.60 Annually

OPENING DATE: 01/25/19

CLOSING DATE: 02/08/19 05:01 PM

ABOUT THE POSITION:

Performs thorough, systematic and timely medico-legal investigations to determine the cause and manner of death in cases referred to the Coroner's Office.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

MINIMUM REQUIREMENTS**Education and Experience:**

Equivalent to graduation from high school AND four (4) years of full-time investigative work performing criminal and/or civil investigations or as a medicolegal death investigator. Directly related education may be substituted for the experience on a year for year basis to a maximum of two years.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Working Conditions: Work with exposure to dead bodies, infectious and contagious diseases, noxious fumes and hazardous chemicals and materials. Work evening, night, weekend and holiday shifts or standby. Work out of doors in all weather conditions.

Licensing and Certification: Possess a valid Nevada Class C Driver's License at time of appointment. American Board of Medicolegal Death Investigation (ABMDI) certification is preferred. Must obtain and maintain ABMDI certification within two years from date of hire.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Medical Examination: Employment is contingent upon the results of a physical examination performed by our examining physician.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Provides lead direction, training and work review of assigned staff. Responds to the scene of death; secures or assists in securing the scene of death and protecting evidence; ensures identification of the decedent and arranges for transport to the morgue. Interviews individuals at the scene to obtain relevant information; reports any unusual or suspicious circumstances to the appropriate law enforcement agency and provides appropriate information to their personnel. Documents, impounds, examines and identifies all medications and/or drugs prior to proper disposition within a controlled manner. Governs custody of the demised body and appendages by inaugurating logistical support while maintaining chain of evidence. If decedent cannot be positively identified, locates and secures such items as medical and dental information to be used in the forensic process. Provides support and explanations of procedures and findings to family members or others; makes referrals to appropriate community agencies as warranted. Conducts follow-up investigations by searching records, personal effects, etc., and by interviewing individuals who may have relevant information; maintains contact with law enforcement agencies as required. Gathers, documents and maintains the chain of evidence; maintains accurate records and files. Prepares written reports of findings and distributes to the proper authorities; testifies in court regarding the content and validity of the findings. Provides sworn court testimony regarding the investigation conducted and attests to the validity of any or all information documented. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. May review the work and provide instruction and guidance to full-time and part-time investigators. May serve subpoenas, transport witnesses and perform related incidental work. Uses standard office equipment, including a computer, in the performance of the work. Drives a personal or County motor vehicle in the course of the work.

PHYSICAL DEMANDS

Mobility and strength to work in a combined office and field setting, including being able to lift and maneuver equipment or decedents weighing more than 100 pounds with proper equipment, stamina to stand and walk for extended periods, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

An Equal Opportunity Employer

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SENIOR CORONER INVESTIGATOR Supplemental Questionnaire

- * 1. How many years of professional work experience do you have performing criminal and/or civil investigations or as a medicolegal death investigator?
 - ☐ Less than 2 years
 - ☐ 2 to 3 years
 - ☐ 3 to 4 years
 - ☐ 4 or more years
- * 2. Please list the type of investigation experience (criminal, civil, and/or medicolegal) and the employer where your experience was obtained in the previous question. Type N/A if you have no related experience. See Template Below. Employer Name: Job Title: Dates of Employment: Hours Worked Per Week:
- * 3. Please choose one of the following that best represents your highest level of education.
 - ☐ High School Diploma or Equivalent
 - ☐ Coroner's Office Reserve Training Program Certificate

- ☐ Less than 30 college credits
 - ☐ 31 to 60 college credits
 - ☐ Associate's Degree or higher in a Criminal Justice, Forensic Science, Social Science or related field
 - ☐ Associate's Degree or higher, NOT in related field
- * 4. List all degrees received that are directly related to the position (see template below).
College/University: Did you graduate: College Major/Minor: Units Completed: Degree Received:
- * 5. Are you currently certified by the American Board of Medicolegal Death Investigators (ABMDI)?
- ☐ Yes
 - ☐ No
6. If you answered yes to question above, please list the date you became certified and your certification number and expiration date. Type N/A if not certified.
- * 7. List any additional current and professional licenses or certifications you hold relevant to this position (see template below).
Certification: Name of agency or institution administering the certification: Date Earned: Expiration Date (If Applicable):
- * 8. Please indicate if you have a valid Driver's License to operate a motor vehicle.
- ☐ Yes ☐ No
- * 9. **I understand that:**
- A) My answers to these supplemental questions will be reviewed and scored by subject matter experts;**
 - B) Examination scores may be used to select candidates for interviews;**
 - C) The education and experience cited in my answers to these supplemental questions must be clearly documented in the "Education" and "Work Experience" sections of the application;**
 - D) I must complete these supplemental questions, in my own words, in order for my application to be evaluated;**
 - E) "See Resume" is not a substitute for any of the required information, and in fact my resume will not be used to evaluate my application or supplemental assessment;**
 - F) Language copied word-for-word from a job description or job posting will not be evaluated;**
 - G) I may be called upon to demonstrate my expertise, in a work situation, as part of the selection process.**
- ☐ I have read and understand the above information regarding completion of the following supplemental questions.
- * 10. **Describe in detail your professional experience in conducting medicolegal death investigations. Specify the level of your responsibility, such as entry-level, journey-level, etc.** (Maximum 20 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:
- * 11. **Describe in detail your professional experience in a decision-making-level role**

involving death investigation support and being responsible for providing lead direction, training and work review of assigned staff. (Maximum 15 points)

Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:

12. **Describe in detail your professional experience in office administrative practices and procedures; record keeping principles and practices; and maintenance of general and investigation case file/records.** (Maximum 10 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:

- * 13. **Describe in detail your professional experience in utilizing a computer. Include the specified computer applications involving word processing, data entry and/or compiling standard report generation; and abstracting medical data from source documents and entry into a computer for statistical analysis.** (Maximum 5 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Supplemental Question Answer:

* Required Question