

Hamilton County Coroner Position Description

Position Title: **Coroner Investigator**

Code # **22121**

BOCC Pay Grade: **22**

Latest Revision: **2/5/19**

Division: **Administration**

Class Title: **Coroner Investigator**

Supervisor: **Chief Investigator**

Civil Service/FLSA Status: **Classified/Non-Exempt**

Job Function Statement:

Under direction, receives and investigates death reports; requests copies and ensures receipt of official reports from medical and law enforcement agencies; responds to scenes of death to investigate and collect specimens; performs peripheral duties associated with death investigation.

Minimum Qualifications:

Completion of secondary education and coursework in medicolegal death investigation or equivalent; Ability to obtain American Board of Medicolegal Death Investigation (ABMDI) certification within 18 months from date of hire; Current valid driver's license;

Illustrative Duties:

40% Receives and investigates questionable death case reports; composes and types summary of information; obtains medical history, accident reports, police reports and other pertinent information related to the deaths, incorporating this data into the case report; requests copies and ensures receipt of official reports of medical and law enforcement agencies; procures blood, body fluid and other specimens from hospitals and other sources for testing.

35% Responds to death scenes at the direction of the pathologist or Coroner; examines remains of deceased persons (e.g., determines if signs of life are present; obtains information related to time of death; collects appropriate specimens; performs still video photography for scene documentation; prepares detailed report of the scene; take possession of and inventory prescription medication; receives and transmits items of evidence to the Crime Laboratory.).

15% Performs peripheral duties associated with death investigations (e.g. releases personal property to appropriate persons in accordance with established procedures; assures timely completion of case reports for finalization; facilitates disposition of ligatures and homicide clothing; handles routine telephone inquiries from the public, police agencies, insurance companies or other person; provides preliminary contact with the public and greets visitors).

5% Facilitates location of next of kin and disposition of unclaimed remains; examines residences of deceased persons for purpose of removing from and delivering to the Coroner any valuables for proper release to the next of kin and as a means to ascertain if next of kin exists; supervises location of next of kin and disposition of unclaimed remains in accordance with office policy; determines release of personal property to appropriate next of kin.

4% Maintains records in accordance with records retention schedule archiving and further disposition.

1% Perform other duties as assigned.

Knowledge, Skills, and Abilities:

*The following are necessary to perform the duties of this classification. Items with an * may be developed after employment.*

Knowledge of:

Office practices and procedures; agency policies and procedures*; crime investigation methods and procedures; law enforcement procedures and practices; federal, state and local laws and ordinances; safety practices and procedures on handling chemical and biohazardous materials; technical writing.

Skill in:

Typing; data entry; use of office equipment (e.g. computer, copier, calculator); collection of chemical and biohazardous materials; use in investigative equipment.

Ability to:

Define problems, collect data; establish facts and draw valid conclusions; communicate effectively; establish and maintain effective working relationships with supervisors, associates, physicians, law enforcement officials and the general public including grieving family members; prepare and maintain accurate documentation and reports; calculate fractions, decimals and percentages, interpret a variety of instructions in written, oral, picture or schedule form.