

**CLARK COUNTY**

Department of Human Resources  
500 S. Grand Central Pkwy, 3rd Floor,  
PO Box 551791  
Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

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

Department Name: Coroner  
Exam Number: 18064

**SALARY**

\$50,835.20 - \$78,769.60 Annually

**OPENING DATE:** 01/31/20

**CLOSING DATE:** 02/14/20 05:01 PM

**ABOUT THE POSITION:**

The Clark County Office of the Coroner Medical Examiner is accepting applications to fill the vacancy of Senior Coroner Investigator. The position will be responsible for performing thorough, systematic and timely medicolegal investigations to assist in determining the cause and manner of death in cases referred to its Office. Responsibilities include both identifying, documenting and recovering evidence as well as dealing with a variety of individuals in the community.

**This recruitment is limited to the first 250 applications received, and will close without notice, regardless if the closing date has been reached, when that number is received.**

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 (2) 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 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. **The following questions (1 -7) will be used to assist in determining minimum qualifications.** Which best describes your highest level of education?
- ☐ Some High School
  - ☐ High School Diploma or GED
  - ☐ Some College, no degree
  - ☐ Associate's Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree or Higher
  - ☐ None of the above
- \* 2. Please indicate the major of your degree and/or college coursework.

- ☐ Criminal Justice
  - ☐ Forensic Science
  - ☐ Social Science
  - ☐ Related education
- \* 3. Please indicate the number of verifiable college semester credits you have successfully completed.
- ☐ No college credits completed
  - ☐ 60 - 89 semester credits
  - ☐ 90 - 119 semester credits
  - ☐ 120+ semester credits
- \* 4. If you indicated "Related education" in Question 3, please list what major your degree was in. If this does not apply, type n/a.
- \* 5. Please indicate your professional investigative experience performing criminal and/or civil investigations or as a medicolegal death investigator.
- ☐ No experience
  - ☐ Less than 2 years
  - ☐ 2 or more, but less than 3 years
  - ☐ 3 or more, but less than 4 years
  - ☐ 4 or more years
- \* 6. List which employer(s) on your employment application where you have obtained the experience as indicated in the previous question AND the type of investigation experience. Indicate N/A if no experience.
- \* 7. Please indicate if you have a valid Driver's License to operate a motor vehicle.
- ☐ Yes   ☐ No
- \* 8. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.**  
**I understand that:**  
**A) Part-time experience must be prorated and credited as half of full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)**  
**B) Knowledge and experience levels indicated by my skills assessment responses must be supported by the work experience listed on my application;**  
**C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;**  
**D) Responses to assessment questions that are not supported by the work history listed on the application may result in question scores being adjusted to receive 0 points. The adjusted scores will be used when determining score ranking for interviews;**  
**E) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.**
- ☐ I understand this recruitment includes a supplemental skills assessment and that the answers I provide must be consistent with the work history detailed on my application and that scoring appeals will not be allowed for this recruitment.
- \* 9. List any additional current and professional licenses or certifications you hold relevant to this position. (Use template below). Enter N/A if none. Course/Training/Seminar completed: Name of administering agency or institution administering:

- \* 10. Are you currently certified by the American Board of Medicolegal Death Investigators (ABMDI)?  
☐ Yes   ☐ No
  
- \* 11. 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.
  
- \* 12. Do you have experience as an investigator with a County Coroner or Medical Examiner's (ME) Office?  
☐ I have experience as an investigation with a County Coroner or ME Office  
☐ I do not have experience as an investigator with a County Coroner or ME Office
  
- \* 13. If you answered yes to question above, please list the County agency as reflected on your employment application. Enter N/A if no experience.
  
- \* 14. How many years of experience do you have interviewing individuals to obtain/collect investigative information?  
☐ No experience  
☐ Less than 2 years  
☐ 2 or more, but less than 3 years  
☐ 3 or more, but less than 4 years  
☐ 4 or more years
  
- \* 15. List which employer(s) on your employment application where you have obtained the experience as indicated in the previous question. Indicate N/A if no experience.
  
- \* 16. How many years of experience do you have researching information and preparing detailed written reports for governmental or related agencies?  
☐ No experience  
☐ Less than 2 years  
☐ 2 or more, but less than 3 years  
☐ 3 or more, but less than 4 years  
☐ 4 or more years
  
- \* 17. List which employer(s) on your employment application where you have obtained the experience as indicated in the previous question. Indicate N/A if no experience.
  
- \* 18. How many years of experience do you have testifying in Court regarding content and validity of findings?  
☐ No experience  
☐ Less than 2 years  
☐ 2 or more, but less than 3 years  
☐ 3 or more, but less than 4 years  
☐ 4 or more years
  
- \* 19. How many years of experience do you have as a Subject Matter Expert regarding investigations?  
☐ No experience  
☐ Less than 2 years  
☐ 2 or more, but less than 3 years

- ☐ 3 or more, but less than 4 years
  - ☐ 4 or more years
- \* 20. For Questions 18 and 19, list which employer(s) on your employment application where you have obtained the experience as indicated in the previous question. Indicate N/A if no experience.
- \* 21. How many years of experience do you have in a decision-making level role involving death investigation support?
- ☐ No experience
  - ☐ Less than 2 years
  - ☐ 2 or more, but less than 3 years
  - ☐ 3 or more, but less than 4 years
  - ☐ 4 or more years
- \* 22. List which employer(s) on your employment application where you have obtained the experience as indicated in the previous question. Include the level of decision-making responsibility. Indicate N/A if no experience.
- \* 23. Indicate your professional experience directing and/or leading employees:
- ☐ Provide training
  - ☐ Review work of assigned staff
  - ☐ Training staff
  - ☐ Provides direction regarding processes
  - ☐ Not applicable
- \* 24. How many years of experience do you have as a lead and/or directing employees?
- ☐ No experience
  - ☐ Less than 2 years
  - ☐ 2 or more, but less than 3 years
  - ☐ 3 or more, but less than 4 years
  - ☐ 4 or more years
- \* 25. For Questions 23 and 24, list which employer(s) on your employment application where you have obtained the experience as indicated in the previous question. Indicate N/A if no experience.
26. Please indicate your experience utilizing a computer in the following areas:
- ☐ Data entry (database)
  - ☐ Report generation (MSWord or similar)
  - ☐ Abstracting medical data (External resource)
  - ☐ Statistical analysis (MS Excel)
  - ☐ N/A
- \* 27. List which employer(s) on your employment application where you have obtained the experience as indicated in the previous question AND computer applications used. Indicate N/A if no experience.
- \* 28. How many years of experience do you have working with law enforcement agencies?
- ☐ No experience
  - ☐ Less than 2 years
  - ☐ 2 or more, but less than 3 years

- ☐ 3 or more, but less than 4 years
- ☐ 4 or more years

\* 29. How many years of experience do you have working in processes related to chain of evidence?

- ☐ No experience
- ☐ Less than 2 years
- ☐ 2 or more, but less than 3 years
- ☐ 3 or more, but less than 4 years
- ☐ 4 or more years

\* 30. For Questions 28 and 29, list which employer(s) on your employment application where you have obtained the experience as indicated in the previous question AND computer applications used. Indicate N/A if no experience.

\* Required Question