



## ST. TAMMANY PARISH CORONER'S OFFICE

65278 HIGHWAY 434 • LACOMBE, LA 70445

OFFICE: 985-781-1150 • FAX: 985-781-1148

**JOB TITLE:** Chief of Investigations

Coroner's Office, St. Tammany Parish, Louisiana ([www.stpcoroner.org](http://www.stpcoroner.org) )

**SALARY:** Commensurate with experience and education. Excellent benefits including the state retirement system, medical, dental and vision insurance coverage. Paid holidays and paid time off.

**EXPERTISE AND EXPERIENCE:** Two to five years of experience in one of the referenced areas of training. Prior experience as a forensic investigator in a coroner's office or medical examiner's office is preferred. Previous experience in medicine (nursing, EMT, Paramedic) or law enforcement for a minimum of 2-5 years is preferred. Experience in supervising and evaluating staff in daily duties as well as experience in writing and/or reviewing policies and/or procedures for government agencies is recommended.

**DUTIES: (May include; however not limited)**

- Manages and directly supervises team of forensic investigators for the St. Tammany Parish Coroner's Office.
- Oversees work performed by subordinate employees relating to orders of protective custody and death investigations.
- Oversees and reviews the development and organization of death reports written by investigators.
- May respond to death scenes as a supervisor for investigations.
- Acts as a liaison between forensic pathologist and members of the community including treating physicians, law enforcement, and family of the decedent.
- Is on-call nights, weekends, and holidays to interact with Death Investigators, Pathologists, and the Coroner.

**MANAGERIAL DUTIES:** Directly supervises all investigators. Conducts annual performance expectations and evaluations for subordinate personnel. Develops annual budget for the Investigations.

**Please submit applications or inquiries to Stephen Saussy at [ssaussy@stpcoroner.org](mailto:ssaussy@stpcoroner.org).**