



ST. TAMMANY PARISH CORONER'S OFFICE

65278 HIGHWAY 434 • LACOMBE, LA 70445

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

JOB TITLE: Part-time Investigator

Coroner's Office, St. Tammany Parish, Louisiana (www.stpcoroner.org)

SALARY: Commensurate with experience and education

QUALIFICATIONS AND TRAINING PROGRAMS: Minimum requirement of a high school diploma or general equivalency diploma.

EXPERTISE AND EXPERIENCE: A minimum of two years' experience is preferred but not required. A working knowledge of anatomy and physiology and the pathophysiology of disease processes as well as insight into modern investigative techniques are helpful.

DUTIES: (May Include, Not limited To)

- Develops organized, concise and accurate account of the facts surrounding deaths in the jurisdiction of St. Tammany Parish in accordance with Louisiana Law
- Responds to death scenes for the purpose of conducting field investigations and to document and prepare decedents for transport to forensic facility.
- Conducts preliminary external examinations on decedents at death scenes and the findings of the exam are recorded on a field report for the physician staff to review.
- Collects and preserves physical and biological evidence which may be used for testing throughout the investigative process.
- Maintains the chain of custody of physical/biological evidence, reviewing medical records, and facilitating organ donation requests.
- Responsible for completing orders of protective custody on those residents of St. Tammany Parish that require involuntary admission to a treatment facility due to mental illness or substance abuse.

Please submit applications or inquiries to Stephen Saussy at ssaussy@stpcoroner.org.