



# Office of the Boulder County Coroner



**Boulder County**  
Colorado

invites applications for the position of:

## **Chief Deputy Coroner**

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment, and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy, and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

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### **JOB DESCRIPTION:**

**2021 Annual Pay Range: \$89,916 - \$129,480, this is an exempt position.**

**OPENING DATE: 03/11/2021**

**CLOSING DATE: 03/28/2021 11:59 PM**

Apply at [www.bouldercounty.org](http://www.bouldercounty.org)



**You will be the perfect fit for this position if you:**

- **Want a career that fulfills your passions and purpose to make a difference in your community**
- **Are looking for a way to use your leadership skills to manage and represent a large coroner's office**
- **Are compassionate, supportive, and understanding with families experiencing grief and loss**
- **If you are searching for a professional role where you can collaborate with and share your skills and knowledge with the Coroner's Office and community**
- **Are committed to serving decedents, their loved ones, and our community**

**Position Summary and Primary Responsibilities:**

The Chief Deputy Coroner is an appointed position to the Boulder County Coroner. The Chief Deputy Coroner is responsible for the day-to-day administration and management of the Operations Department and supervises the Investigations and Pathology Division Supervisors. The Chief Deputy Coroner reviews the work of supervisors, providing timely assessments of their work, and aides them in their duties while maintaining field familiarity. The Chief Deputy Coroner reviews casework and participates in the case finalization process. The Chief Deputy Coroner works under the direction of the Boulder County Coroner but works independently to manage the Operations Department by exercising considerable initiative and independent judgement to accomplish tasks. The Chief Deputy Coroner acts as the office representative in the absence of the Coroner and performs related duties as required. This position performs a variety of administrative, forensic and analytical duties in the field of death investigation and in the management of the Boulder County Coroner's Office. The Chief Deputy Coroner will be a leader who will join a thriving organization that is committed to racial equity and justice and to break down barriers of systemic racism.

**Complexity/Responsibility:**

Work is characterized by assisting the Coroner in administration and management of the office as a whole while directly managing the Operations Department. The Chief Deputy Coroner must pay strict attention to detail, be able to multi-task, and take initiative. Work involves a variety of sensitive and highly confidential material. The ideal candidate is reliable, organized, self-motivated, adaptable, detail oriented, highly efficient and able to work under heightened emotional situations and unpleasant conditions while maintaining a professional and positive attitude.

**Scope of Interpersonal Contacts:**

The Chief Deputy is a representative of the Coroner's Office and is involved in a myriad of interpersonal contacts. Such contacts require a high degree of interpersonal and communication skills, professionalism, tact, discretion, etiquette, and good judgment.

**Examples of Important and Essential Duties:**

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The Boulder County Coroner reserves the right to modify or change the duties or essential functions of the job at any time.

Working under the direct supervision of the Coroner:

- Assists the Coroner in the administration and management of the office.
- Manages the Operations Department, Coroner Reserve Program, Pathology Contracts and Coroner Service Contracts.
- Supervises the Investigations and Pathology Division Supervisors.
- Performs some of the essential functions of the Coroner in the absence of the Coroner.
- Responds to inquiries from law enforcement agencies, media, legal personnel and the general public, as appropriate in the Coroner's absence.

- Required to carry and respond to a county-issued cellphone at all times in order to assist in management of the office and provide guidance to staff, coordinate the investigation of a death or, when necessary, respond to death scenes in Boulder County.
- Confers with organ procurement organizations, police, doctors, hospital staff, families of the deceased, insurance investigators, lawyers, and the media, etc. as needed.
- Set policy for investigative practices, determines course and level of investigation and type of post-mortem examination in accordance with NAME standards.
- Manages accounts for support services for the Operations Department including search and locate database accounts, genetic genealogy, clinical labs, DNA labs, forensic artists, forensic labs, histology labs, photography equipment, forensic odontology, radiation monitoring, toxicology labs, waste management, anthropology and neuropathology.
- Keeps Coroner updated on the status of cases and related investigations and consults with Coroner on cases.
- Manages high profile cases in consultation with the Coroner and participates in case staffings and Boulder County Critical Incident Team meetings and investigations.
- Reviews, approves and gives feedback on casework, reports, and photography and oversees the case finalization process.
- Exercises appropriate management and instruction to employees and oversees the work of supervisors.
- Manages supervisors work schedules and approves timecards weekly.
- Oversees Professional Development Program, maintains and updates Coroner's Office training manuals and conducts staff trainings for investigators, pathology technicians and reserves.
- Assists the investigative staff in obtaining American Board of Medicolegal Death Investigators (ABMDI) certification.
- Participates in the recruitment, selection, hiring and onboarding of personnel.
- Participates in staff evaluation processes and disciplinary actions up to and including termination.
- Composes, prepares, transcribes, processes and/or reviews a variety of written documents and correspondence; independently or at the direction of the Coroner. Documents include grants, legal documents, contracts, sensitive written correspondence, and MOUs.
- Drafts, implements, enforces, maintains and recommends improvements of policies and procedures, workflows and official documents for the Coroner's office.
- Assists the Coroner in seeking office accreditation and maintaining accreditation standards and quality assurance.
- Monitors monthly expenditures and budget reports throughout the year, assists in analysis of expenditures and future needs, gathers data for annual budget preparation, makes recommendations regarding program and budget needs and prepares supplemental budget requests as needed.
- Manages facility and equipment including standards, maintenance, cleaning, repairs, safety, security and emergent situations.
- Manages office and field communication systems and technical systems.

- Manages the records and case management systems, sets policy for case documentation, oversees mandatory reporting, statistical and information requests.
- Participates in on-going mass fatality planning and disaster management.
- Required to attend internal and external meetings and or other functions outside of normal business hours either by direct involvement or at the request of the Coroner.
- Provides tours of the facility and participates in community education regarding the responsibilities of the Coroner's Office.
- May be required to perform the essential duties of a medicolegal death investigator during peak periods or mass fatality incidents.
- Operates county response vehicles and equipment.
- Performs other duties as assigned.
- May be re-assigned in emergency situations.

**Other Job-Related Duties:**

- Develop and maintain working relationships with various shareholders including but not limited to other Boulder County employees, law enforcement agencies, the District Attorney's Office, hospitals, care centers, hospice agencies, mortuaries, and various local, state and federal agencies.
- Problem solves situations which may develop, based on experience and policies of the Coroner's Office. This includes but is not limited to complex case and next of kin situations, personnel matters, autopsy scheduling, agency concerns, and office equipment and facility issues.

**Knowledge, Skills and Abilities:**

- English usage, spelling, grammar and punctuation.
- Knowledge of medicolegal policy and procedures and Colorado Revised Statutes pertaining to the Coroner.
- Knowledge of forensic investigation and interviewing techniques and practices, chain of custody, death certificate processes, and probable causes of death under a wide variety of circumstances.
- Skill in providing comfort and assistance to those grieving a loss.
- Skill in professionally and effectively engaging in difficult conversations and conflict resolution communicating in a clear and concise way when in stressful situations, when conversing with personnel, bereaved family members and stakeholders.
- Skill in basic document preparation, formal report writing, and business letter writing.
- Skill in written and verbal communication requiring information to be expressed in an understanding and empathetic way when working with bereaved family members and the public.
- Ability to maintain professional composure and communicate and work effectively with County staff, bereaved families, law enforcement officials, pathologists, physicians, lawyers, emergency room personnel, and the general public.
- Ability to direct and lead staff.
- Ability to analyze difficult investigatory problems and give direction.

- Ability to function successfully in high stress situations and implement effective courses of action and draw appropriate conclusions.
- Ability to use modern office equipment including computer equipment, and operate computer programs such as Microsoft Office 365, to include Microsoft Word, Access Database, Excel, Power Point and other software applications.

**Qualifications:**

A Bachelor's Degree with a concentration in a human science field\* from a nationally accredited College or University, AND at least 5 years of experience in death investigations and a minimum of 3 years of Supervisory/Managerial experience supervising three or more death investigators, experience overseeing the operation of a medicolegal office and morgue, experience managing a large, complex budget, experience with a medicolegal case management system, and must have knowledge of anatomy and physiology, anthropology, pharmacology, microbiology, medical terminology, radiology and technical report writing.

~OR~

An Associate's Degree with a concentration in a human science field\* from a nationally accredited College or University AND at least 7 years of combined related experience (such as, death/scene investigation, autopsy/surgical assisting, law enforcement, nursing, emergency medical services, organ/tissue procurement), and a minimum of 3 years of Supervisory/Managerial experience.

~OR~

A high school diploma or GED equivalent AND at least 9 years of combined related experience (such as, death/scene investigation, autopsy/surgical assisting, law enforcement, nursing, emergency medical services, organ/tissue procurement), and a minimum of 3 years of Supervisory/Managerial experience.

\* Human science field such as Biology, Criminalistics, Forensic Science, Nursing, Emergency Medical Technician, Paramedic, Forensic Anthropology, Anatomy and Physiology or related field.

**Requirements:**

- Ability to perform job functions of all of the other Deputy Coroners.
- Must be at least 18 years of age or older.
- Must pass a criminal background check.
- Must pass a drug screen and subject to random drug testing.
- Must pass a polygraph examination.
- Must pass a pre-employment psychological screening.
- Must possess a valid driver's license and be eligible to drive a county vehicle based on driving history.
- Must have reliable method of transportation.

- Must be able to work days, nights, graveyard shifts, weekends, holidays and maintain on-call availability.
- Must have a less than 45-minute commute from your residence to the office, and reliable cell phone coverage from that location.

**Preferred Experience:**

- ABMDI certified death investigator or able to obtain certification within one year.

**Special Requirements:**

The Chief Deputy may spend time in a field environment, with associated conditions, hazards and/or biohazards. The Chief Deputy may spend time in a morgue/laboratory/autopsy environment, with associated conditions, hazards and/or biohazards. Formalin fixative is commonly used in the laboratory, precluding individuals who have a known allergy to this chemical.

**Physical Requirements:**

Physical work varies from sedentary to requiring ability to lift over 100 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate computer keyboard and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and members of the public.

The following are some of the physical activities commonly associated with this position. They are included for informational purposes and are not all-inclusive.

- Frequently sits.
- Frequently stoops, kneels, balances, climbs, and crouches to perform job tasks.
- Frequently required to lift, push, or pull burdens of over 100 pounds, including bodies.
- Frequently stands and walks in order to complete duties requiring mobility.
- Constantly involved in auditory and oral interactions; interpersonally and through communication devices such as telephones.
- Constantly utilizes full scope of visual capacity to perform job tasks.
- Constantly utilizes eye, hand, and finger coordination to perform job tasks.

From "Dictionary of Occupational Titles", U.S. Dept. of Labor:

OCCASIONALLY: Activity exists less than 1/3 of the time.

FREQUENTLY: Activity exists from 1/3 to 2/3 of the time.

CONSTANTLY: Activity exists more than 2/3 of the time.