



EL PASO COUNTY (CO)
invites applications for the position of:

Deputy Coroner I - Death Scene Investigator

SALARY: \$43,600.00 - \$60,960.00 Annually

OPENING DATE: 03/20/21

CLOSING DATE: 04/04/21 05:00 PM

DEPARTMENT: Coroner's Office

JOB TYPE: Full-Time

FLSA STATUS: Non-Exempt

JOB NUMBER: 21150

ESSENTIAL JOB FUNCTIONS:

Typical Hiring Range: \$45,000 - \$52,000 annually

Salary to be commensurate with qualifications

Responsible for conducting death investigations per Colorado Revised Statutes (C.R.S.) § 30-10-606, including ascertaining the cause and manner of death of individuals that die under the jurisdiction of the office, establishing the identity of the deceased and identifying, locating and notifying the decedent's next of kin of the death. Work is characterized by independent planning and decision making, logical reasoning, and problem solving.

- Works under the general supervision of the Chief Deputy Coroner and Pathologists to gather, review and/or interpret a variety of written documents, including scene reports, medical/psychological records, legal documents, police/Emergency Medical Services (EMS) records, toxicology records, and autopsy reports.
- Writes case reports.
- Establishes jurisdiction of death cases and responds to death scenes. Renounces death and takes custody of the deceased if necessary.
- Conducts thorough death scene investigations, photographs the death scene and the decedent, and conducts interviews.
- Determines investigative techniques, scope, timing, and direction of investigations.
- Coordinates with law enforcement agencies in the preservation and collection of evidence, maintenance of chain of custody, and processing of the death scene.
- Identifies the deceased and locates the decedent's primary next of kin. Notifies the next of kin of the death and interviews the next of kin.
- Serves as a liaison to the bereaved; obtains and relays case information and applicable resources.
- Interacts with a myriad of agencies and representatives to conduct investigation follow-up.
- Performs digital x-rays of the decedent as necessary.
- Assists with autopsies and associated cleaning duties as assigned.

- Collects, inventories, and secures the decedent's medications and property. Conducts, obtains or assists with the intake, collection, maintenance and/or disposition of bio-hazardous materials/waste, fingerprints, property, evidence, toxicology, histology, medications, specimens of the decedent.
- Maintains and inventories investigative equipment and supplies; operates and maintains office, scene, morgue, and autopsy equipment; cleans and maintains office, morgue, vehicles, and equipment.
- Prepares and provides professional testimony in court relating to certain cases.
- Greets the public, answers telephone calls and performs clerical tasks.
- Represents agency or present at public outreach events and public education functions.
- Instruct and direct interns and volunteers.
- Serves as a backup to the autopsy assistant during peak workloads or mass disaster, including body preparation, evidence collection and evidence release.
- Performs other duties as required.

QUALIFICATIONS:

- Bachelor's degree or higher from an accredited institution, preferably in a related field and/or relevant medicolegal death investigation experience.
- Relevant education and medicolegal death investigation and/or law enforcement experience required.
- Must have knowledge of investigative practices and techniques.
- Must have knowledge of proper handling and processing of evidentiary material.
- Must have knowledge of medical terminology, anatomy and physiology.
- Must have knowledge of state and local laws regarding deaths and human remains.
- Must possess a high level of attention to detail, initiative and organizational skills.
- Ability to work with human remains.
- Skill in digital photography and use of photography equipment.
- Skill in interacting with distraught and sometimes hostile bereaved individuals.
- Skill in typing and operating office equipment.
- Skill in preparing comprehensive reports.
- Ability to exercise sound judgment and react appropriately in emergency or stressful situations and exercise tact and professionalism in all interactions.
- Ability to manage multiple tasks.
- Ability to assist with autopsy procedures.
- Ability to communicate effectively verbally, in writing, and with proper regard to spelling, grammar and punctuation.
- Ability to work independently and as part of a team; ability to delegate appropriately.
- Ability to execute and follow policies, procedures and oral/written directives.
- Ability to anticipate and initiate collection of needed follow-up information and case progress.
- Ability to exercise good judgment, react appropriately in emergency or stressful situations, and to exercise persuasive and tactful authority.
- Ability to establish and maintain effective working relationship with co-workers, other agencies and the general public.
- Ability to maintain confidentiality and handle sensitive and confidential material.
- Maintain regular and punctual attendance.
- Must pass a conditional post-offer background investigation, motor vehicle record check, physical examination and drug screen.

LICENSES/CERTIFICATES:

- Must possess and maintain a valid Colorado Driver's License.

- Must obtain American Board of Medicolegal Death Investigators Registry Certification and Colorado Coroners Association Death Investigation Certification within thirty (30) months of employment.

WORK CONDITIONS:

Work is performed in an office setting and at the death scene. Traveling to the death scene, traveling to hospitals, and traveling to see next of kin is required. May be exposed daily to chemical and biological hazards. Work may be performed under constant emotional stress from dealing with decedents' families. Must be able to work changing and rotating schedules, including various days, shifts, weekends and holidays. May be required to be on-call and respond to emergency situations. Constantly utilizes eye, hand, and finger coordination to perform job tasks. Normal color vision is required, due to need to examine and classify evidentiary materials and to process and interpret photographic and electronic images. Must be able to traverse rough, unimproved terrain on foot, in extreme weather and frequently stand, walk, stoop, kneel, balance, climb and crouch to perform job duties, often while simultaneously lifting. Must be able to safely lift, push, pull and carry 100 pounds, including deceased bodies in tight quarters. Due to high potential for exposure, all Coroner staff is required to obtain Hepatitis B vaccination and tuberculosis testing. Vaccination for Hepatitis B and annual tuberculosis skin test are provided. Any staff who refuses such vaccination/testing must provide annually written documentation stating the reason(s), which will be kept on file.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MUST BE FILED ONLINE AT: <http://www.elpasoco.com> For inquiries please call: 719-520-7401.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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Deputy Coroner I - Death Scene Investigator Supplemental Questionnaire

* 1. How did you learn of this position?

- ☐ El Paso County Website
- ☐ Indeed.com
- ☐ Employee Referral
- ☐ Social Media (Twitter/Facebook)
- ☐ LinkedIn
- ☐ University/College Career Site
- ☐ Industry-specific Career Site
- ☐ Professional Membership Career Site
- ☐ Career Fair
- ☐ Other

* 2. Do you have a Bachelor's degree or higher from an accredited institution in a related field?

- ☐ Yes ☐ No

* 3. Do you have medicolegal death investigation and/or law enforcement experience?

- ☐ Yes ☐ No

* 4. Do you have an American Board of Medicolegal Death Investigators Registry Certification?

- ☐ Yes ☐ No

* 5. Do you have a Colorado Coroners Association Death Investigation Certification?

- ☐ Yes ☐ No

* Required Question