



BOULDER COUNTY COLORADO
invites applications for the position of:
Coroner Project Specialist

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.

SALARY

| |
|-------------------------|
| <u>Monthly</u> |
| \$5,243.00 - \$7,550.00 |

| |
|---------------------------|
| <u>Annually</u> |
| \$62,916.00 - \$90,600.00 |

OPENING DATE: 08/16/22

CLOSING DATE: 09/05/22 11:59 PM

DESCRIPTION:



Boulder County Coroner's Office is hiring a **Coroner Project Specialist**, this role is responsible for day-to-day administrative and technical support of small to medium sized projects. The Coroner Project Specialist supports the management team in the office and assists the division supervisors. This position performs a variety of complex administrative and human service professional duties requiring independent judgment of a non-routine, confidential and complex nature in support of the Coroner's Office. The role requires a working level of familiarity with office operations and a moderate degree of independent judgment. The primary duty of this position includes the exercise of discretion and independent judgment with respect to matters of significance.

Complexity/Responsibility:

The work that will be performed by the project specialist is characterized by providing project management support to deliver projects within the established budget and timeline. This individual performs work that differs from the work of other employees within the office and handles responsibilities independently. This individual 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 organized, self-motivated, adaptable, detail oriented, highly efficient and able to work

under heightened emotional situations and unpleasant conditions while maintaining a positive and professional attitude and is able to communicate difficult or sensitive information tactfully.

Scope of Interpersonal Contacts:

The Coroner Project Specialist 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.

This is a **full-time position**, the work schedule varies. Must be able to work days, nights, graveyard shifts, weekends, holidays and maintain on-call availability as needed. This position will work at the Coroner's office **located at 5610 Flatiron Pkwy, Boulder, CO 80301** . Under Fair Labor Standards Act (FLSA) guidelines, this position is **non-exempt** (eligible for overtime).

Boulder County requires its employees to reside in the state of Colorado as of the first day of work.

Hiring Range: \$62,916-\$76,758 Annually

EXAMPLES OF DUTIES

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, Chief Deputy Coroner and Administrative Deputy Coroner in administrative support functions of the office.
- Provides project management support of complex administrative, technical and/or confidential nature.
- Actively participates in project-related work sessions with management.
- Plans, develops, implements, and evaluates programs and projects.
- Provides recommendations to achieve project goals and drafts work plans and project documents.
- Analyzes current operational practices, policies and procedures, recommends improvements and assists with processes of implementation
- Prepares agendas and facilitates meetings, disseminates project information, documents key decisions
- Develops measurable project goals and objectives, monitors progress toward project achievements and provides status reports and progress reports.
- Delivers engaging, informative, and well-organized presentations.
- Collaborates with team members to develop project collateral.
- Coordinate project resources, tasks and activities of related projects.
- Delivers projects within the established budget and timeline.
- Troubleshoots, resolves and documents project issues and manages problems and changes.
- Develops new processes and maintains project documentations.
- Performs general support accounting duties for the office.
- Serves as the Administrative Deputy Coroner in their absence.
- Performs other duties as assigned.
- May be reassigned in case of emergency.

Other Job-Related Duties:

- Develop and maintain working relationships with various law enforcement agencies, other local, state and federal agencies and mortuaries.
- Problem solves situations, which may develop, based on experience and policies of the Coroner's Office. This includes but is not limited to next of kin

issues, employee issues, autopsy scheduling, agency complaints, and office equipment outages.

- Assist with report review for accuracy.
- Helps manage clerical organization during mass casualty disasters.

REQUIRED QUALIFICATIONS

PLEASE NOTE: When submitting your application be sure to include all relevant education and experience, as applications are screened based on the qualifications listed in this position announcement. Applications that do not appear to meet minimum qualifications, as outlined below, will not be considered. Resumes are not accepted in lieu of completed applications.

Please be aware that your cover letter and resume will not be accessed in the initial screening process, so you must complete your application and supplemental questions with as much detail as possible. Any personally identifiable information (PII) such as name and address will be redacted from applications that meet the minimum screening requirements and are forwarded to the hiring manager. If the hiring manager selects you to advance in the hiring process, your cover letter and resume will then be accessible to the hiring team.

EDUCATION & EXPERIENCE:

Boulder County is looking for well qualified candidates to fill our positions. Any combination* of relevant education and experience is encouraged. In this position, we are looking for:

- A Bachelor's Degree with a concentration in a human science field*from a nationally accredited College or University, AND 2 years of experience working in a Coroner or Medical Examiner's Office.

~OR~

- An Associate's Degree with a concentration in a human science field *from a nationally accredited College or University AND at least 2 years of combined related experience** AND at least 2 years of experience working in a Coroner or Medical Examiner's Office.

~OR~

- A high school diploma or GED equivalent AND at least 4 years of combined related experience** AND at least 2 years of experience working in a Coroner or Medical Examiner's Office.

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

** Related experience such as, death/scene investigation, autopsy/surgical assisting, law enforcement, nursing, emergency medical services, organ/tissue procurement.

BACKGROUND CHECK:

- A job offer is contingent on passing a criminal background investigation

DRIVER'S LICENSE:

- Applicants must have a valid driver's license and be eligible to drive a county vehicle based on driving history.

COVER LETTER & RESUME:

- All applicants are required to attach a cover letter and resume for this position

SPECIAL REQUIREMENTS:

- Must be at least 18 years of age or older.

- Must pass a drug screen and subject to random drug testing.
- Must pass a physical abilities test.
- Must pass a polygraph examination.
- Must pass a pre-employment psychological screening.
- Must have a reliable method of transportation.
- Must be able to work days, nights, graveyard shifts, weekends, holidays and maintain on-call availability as needed.
- Must have a less than 45-minute commute from your residence to the office, and reliable cell phone coverage from that location.
- Must have a reliable method of transportation.

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.

SUPPLEMENTAL INFORMATION

PREFERRED QUALIFICATIONS:

- Bilingual in English and Spanish
- Experience working with National Association of Medical Examiners Accreditation standards and International Association of Coroners and Medical Examiners accreditation standards.
- Experience with office accreditation preparation, application, audit and renewals.
- ABMDI certified death investigator or able to obtain certification within one year.
- Advanced knowledge working in Microsoft Word and Excel.
- Experience working in general accounting software.
- Notary Public License

KNOWLEDGE, SKILLS, & ABILITIES:

- English usage, spelling, grammar and punctuation.
- Knowledge of Death Certificate Processes.
- Knowledge of Coroner Policy and Procedures.
- Knowledge of County Policy and Procedures.
- Knowledge of Colorado Revised Statutes for Coroner.
- Knowledge of office operations, modern office procedures and practices including proper telephone etiquette.
- Skilled to work effectively with other employees, agencies and the public.
- Skilled to professionally and effectively engage in difficult conversations.
- Skilled in Interviewing and conflict resolution.

- Skilled in formal report writing, business letter writing and basic document preparation.
- Skilled to research, analyze and summarize data.
- Ability to operate computer programs such as Microsoft Office, to include Microsoft Word, Access Database, Excel, Power Point and other software applications.
- Ability to use modern office equipment including computer equipment.
- Ability in record keeping and filing techniques.

Boulder County is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.



An application must be completed for each position. Resumes are not accepted in lieu of application. Applications must be submitted online at www.bouldercounty.org. Please note that all new employees and rehires are required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.bouldercounty.org>

Job #4707(MI1)
CORONER PROJECT SPECIALIST
MV

ALTERNATIVE FORMAT APPLICATIONS MAY BE ACCEPTED ON A CASE-BY-CASE BASIS. OBTAIN AT:

Boulder County Courthouse Information Desk

1325 Pearl Street

Boulder, CO 80302

303-441-3525

jobs@bouldercounty.org

Coroner Project Specialist Supplemental Questionnaire

- * 1. Please explain how you meet minimum requirements (listed on the announcement) for this position?

- * 2. Please explain in detail where you obtained your Coroner or Medical Examiner Office experience and the length of time you worked there.

- * 3. Do you have clerical/administrative experience?
 Yes No

- * 4. If you answered "yes" to the clerical/administrative experience. Please explain in detail where you obtained your experience and the length of time you worked there. include what your role and duties entailed. If you do not possess related experience, please list N/A below.

- * 5. Have you worked in a position where you had to interact with the bereaved?
 Yes No

- * 6. Have you corresponded or worked with funeral home establishments on death certificates, burial permits and/or autopsy reports?
 Yes No

- * 7. If you answered "yes" that you have corresponded with funeral home establishments on death certificates, burial permits and/or autopsy reports; please explain in detail where you obtained your experience and the length of time you worked there. If you answered "no", please list N/A below.

- * 8. A requirement of this position is that you must be able to work days, nights, graveyard shifts, weekends, holidays and be on-call as needed. Are you able to meet this requirement?
 Yes No

- * 9. A requirement of this position is that you possess a valid driver's license. Do you meet this requirement?
 Yes No

- * 10. A requirement of this position is that you have a less than 45-minute commute from your residence to the office, and that you have reliable cellphone coverage from that location. Do you meet this requirement?
 Yes No

- * 11. If you answered no, how much time will you anticipate you may need for relocating?

- * 12. Other than marijuana or hashish, have you ever used any form of illegal drugs or narcotics (drugs not prescribed to you by a physician)?

- * 13. If you answered "YES" to drug usage question, please indicate what drugs were used, how many times, and the last time used.

- * 14. Other than illegal drugs or narcotics, have you used prescription medications outside the scope of the intended use (opioids, Adderall, Xanax, etc.)?

- * 15. If you answered "YES" to the prescription medications usage question, please indicate what medications were used, how many times, and the last time used.

- * 16. A requirement of this position is that you are able to pass a background check. If you have ever been arrested, accused of breaking a law, or a suspect in a criminal investigation, or fingerprinted as part of a criminal investigation, either as an adult or juvenile, please give the following information: (Exclude traffic citations). Failure to report this information shall disqualify you from further consideration

* 17. Please include the following details: Date: Police Agency: Charges: Disposition:

* 18. A cover letter and a resume are required as part of the application, have you attached both?

Yes No

* Required Question