



## Deputy Coroner - Jefferson County

**Application Deadline:** Friday, June 28, 2024

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Jefferson County Commission seeks a highly skilled Deputy Coroner to perform a variety of duties related to the investigation of violent deaths and apparent natural deaths where a physician was not present to determine the cause and nature. These duties may include, but are not limited to: overseeing and directing death scene investigations, overseeing and directing skeletal scene recovery efforts, maintaining records of investigations, administrative duties, etc. Employees in this job class frequently interact with law enforcement personnel and evidence technicians while conducting death scene investigations and skeletal scene recovery efforts. Deputy Coroners must use considerable judgment, knowledge, and skill in order to complete their work in accordance with established policies and procedures. Work is assigned and reviewed for accuracy, and completeness by the Chief Deputy Coroner and the Medical Examiner.

### **Minimum Qualifications:**

- Driver's license.
- Certification from Alabama Peace Officers' Standards and Training Commission.
- Experience evaluating the death scene in order to determine the boundaries of the scene and the scope of the investigation.
- Experience interviewing witnesses to gather information about the decedent (e.g., identity, circumstances of death).
- Experience searching, identifying, collecting, packaging, and evaluating evidence to determine the circumstances of death and establish proper chain-of-custody.

### **Preferred Qualifications:**

*Preferred qualifications are experiences, education, and/or other job-related qualifications considered to be highly desirable by Merit System agencies. The preferred qualifications may be used by the hiring agency to identify applicants to invite to participate in subsequent selection processes.*

- College coursework in death investigation, crime scene investigation, or evidence collection.
- American Board of Medicolegal Death Investigators (ABMDI) Certification.

### **Typical Job Duties:**

- Serves as a contact point for law enforcement agencies, relatives of decedents, and the media by gathering or releasing information regarding deaths, overseeing the release of property, and testifying in court.
- Identifies and locates decedent's next of kin using Jefferson County Sheriff's Office FINDER program.
- Contacts decedent's next of kin to provide/exchange relevant information (e.g., death location, cause of death, time of death, time last seen, request for positive identification) related to the death of the decedent.
- Performs death scene investigations by answering questions about policies or procedures, ensuring scene is investigated according to departmental guidelines, and collecting/documenting evidence, in order to determine the cause of death for decedents within the jurisdiction.
- Acquires supplemental information (e.g., police reports, medical history, social history) using various databases (e.g., LETS, PDMP, FINDER) to establish decedent's identity.

Jefferson County Commission (Birmingham, AL)

- Engages in activities designed to ensure professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.
- Maintains records of investigations by writing reports, entering death statistics into a database, keeping detailed records regarding each case, and archiving old cases.
- Performs and directs death scene investigations for special and/or complex incidents (e.g., skeletal recovery efforts, disaster and/or mass fatality incidents, scattered remains, etc.) in order to determine the cause of death for decedents within the jurisdiction.