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|  LEXINGTON | Lexington-Fayette Urban County Government Job Description |
| FLSA: Non-Exempt | Position Title: Deputy Coroner |
| Revised: 03/28/2023 | Class / Grade: 051 / 516N |

General Description

The purpose of this classification is to establish the identity of the decedent and investigate the cause and manner of death resulting from accidents, homicides, suicides, natural causes, or any death that is defined by the Kentucky Revised Statutes as a Coroner’s case.

Essential Functions:

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as an all-inclusive declaration of the specific duties and responsibilities of any particular position. Employees may be required to perform other job-related tasks that are not identified in this description.

- Conducts death investigations and pronouncement of death; secures and processes death scenes
- Establishes the identity of the deceased
- Determines the cause and manner of death
- Physically removes deceased bodies from scenes
- Interacts with families including notification of death, arranges for visual identification by the family, and releases secured property to next-of-kin
- Documents findings and discusses with family members, law enforcement, and attorneys
- Completes required record keeping and writes press releases
- Performs related work as assigned

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis; or sustained keyboard operations.


Minimum Education and Experience Requirements:

- Associate’s degree in a field related to the job
- Four (4) years of related experience
- Additional years of related education may substitute for years of experience
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- Partial years of credit may be granted for every 15 credit hours of education in an unrelated field

Special Certifications and Licenses:

- Valid Driver’s License
- Must obtain and maintain Registry Certification and/or Board Certification from the American Board of Medicolegal Death Investigators (ABMDI) within two (2) years after appointment as a condition of continued employment.

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Special Requirements:

- All positions require drug testing and background check before employment and may require a post-job offer physical as stated in Ordinances 21-14(b), 22-13 and 23-16.
- KRS 72.415(2) Every deputy coroner, other than a licensed physician, shall be required as a condition of office to take during every calendar year he or she is in office the training course of at least eighteen (18) hours provided by the Department of Criminal Justice Training or other courses approved by the Justice and Public Safety Cabinet after having completed the basic training course (40 hours) the first year of employment.
- Upon appointment, must become a resident of Fayette County (opinion of the Attorney General OAG 67-414).
- Must have the ability to be bonded.
- Must be available to work evenings, weekends and holidays as assigned and on emergencies.
- Must be able to operate Urban County Government equipment and vehicles in a safe, prudent and responsible manner.

Americans with Disabilities Act Compliance

Lexington-Fayette Urban County Government is an Equal Opportunity Employer. ADA requires Lexington-Fayette Urban County Government to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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